

Required Clearances

The following clearances must be obtained by employees:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Please note: The state has strengthened the Child Protective Services Law (CPSL). Some individuals who were not previously required to obtain the FBI Fingerprint Clearance must obtain it now. Exceptions can no longer be made, related to the start date. Anyone who is a paid staff member must have all clearances.

The following clearances must be obtained by volunteers living in PA for less than 10 years:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

The following clearances must be obtained by volunteers living in PA continuously for 10 years:

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- **Disclosure Statement application for volunteers** to be filed at the place of service.

Obtaining Required Background Checks

1. PA State Police Criminal Record Check

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes

2. PA Department Human Services Child Abuse History Clearance

- Can be obtained online at <https://www.compass.state.pa.us/CWIS>

3. Federal Criminal Background Check

Go to <https://uenroll.identogo.com/> to schedule an appointment for the background check.

- For all current and/or prospective school employees/volunteers
- 1KG6TR is the code for (PDE) Pennsylvania Department of Education (non-public schools)
- 1KG6ZJ is the code for (PDE) Pennsylvania Department of Education Volunteers.
- If you don't fall under any of the above categories you will need to contact the PDE Pennsylvania Department of Education to determine the appropriate code you should use at 717-214-9755.
- The following are service codes needed to register:
- For all current and/or prospective parish and other staff/volunteers
- 1KG738 for Child Care Services/Program Employee and/or Contractors 18 and over.
- 1KG756 for Employees 14-17 year olds that have contact with children
- 1KG6ZJ for Volunteers.
- If you don't fall under any of the above categories you will need to contact (DHS) Department of Human Services to determine the appropriate code you should use at 717-783-6211.
- The following are service codes needed to register:
- After above code is entered you should then click on Schedule or Manage Appointment and enter the required information.
- For fingerprint locations please visit the following website:
<https://www.identogo.com/locations/pennsylvania>
- If any of the results come back as unreadable the applicant will need to go for a 2nd set of fingerprints. If the results are still unreadable a name search will be conducted and the applicant will receive a letter. Please know that this process/letter still needs to be completed/updated every 5 years for compliance.

Clearance Renewal Requirements

All required clearances, including FBI, must be renewed every five years.

Volunteers who have been a resident of Pennsylvania for less than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10 year residency requirement, they must complete a Disclosure Statement Application for Volunteers which must be submitted every five years.



Training for Staff/Volunteers

OCYP offers training programs for staff and volunteers on child sexual abuse prevention and mandated reporting. These trainings include information on recognizing child abuse, reporting, and handling the disclosure of a child. These training programs are mandatory for new staff and volunteers who have regular contact with children. Additionally, the OCYP has created training programs and resources on a range of topics related to child sexual abuse prevention to provide for continued education around these topics. A list of resources can be found on our [Information and Resources](#) page.

1. Training Session - “ Protecting God’s Children for Adults”

Go to www.virtusonline.org – Register to find a training session in your area to attend.

2. Mandatory Reporting of Suspected Child Abuse

Go to childyouthprotection.org – Register for the online training and print certificate when you have finished the sessions.

3. Standards for Ministerial Behavior and Boundaries

4. Addendum to the Standards of Ministerial Behavior and Boundaries

Numbers 3 and 4 will be addressed at the training session that is attended in person.

Forms

[PA State Police Background Check](#)

[PA State Police Background Check \(Volunteers Only\)](#)

[Child Abuse Clearance \(English\)](#)

[Child Abuse Clearance \(Spanish\)](#)

[Arrest or Conviction Form](#).

[Consent Form – Electronic Communications with Minors](#)

[Consent Form- Posting Pictures/Videos of Minors](#)

[Disclosure Statement Application for Provisional Employment](#)

[Disclosure Statement Application for Volunteers](#)

[Hoja de Consentimiento](#)

[Comunicación Electrónica](#)

[Hoja de consentimiento -
Fotografías - Videos](#)

Quick Link

[Safe Environment Online Database \(SEO\)](#)

Questions

If you have additional questions, please contact OCYP Safe Environment Program at 215.587.2466.