

Pennsylvania Clearance and Background Checks for Volunteers

Pennsylvania State Police (PSP) Criminal History Clearance:

- Go to <https://epatch.state.pa.us> to access the **FREE** application
- Submit New Record Check (VOLUNTEERS ONLY)
- Complete information and submit when completed
- Print out immediate verification certificate (You must click on the certificate to open the attachment and print it out certificate)

Child Abuse History Clearance:

- Go to <https://www.compass.state.pa.us/cwis/public/home> to access the FREE application
- Begin by clicking on "Create Individual Account" and create a KEYSTONE ID (username) & complete form
- An email with your temporary password will be sent to you which you will use to log in and then you will immediately be prompted to change your password
- Create a new clearance application and make sure to select VOLUNTEER (FREE)
- Complete application. **NOTE: You must provide addresses dating all the way back to 1975 as well as the names/age of all persons you lived with (immediate family members only)**
- Submit application and print confirmation page
- You will be notified by email (approx. 14 days) that results are ready via email. Mailed copies are only provided if you select the "Mail" option before submitting your application
- Log back into account to access results and print certificate

FBI Fingerprinting Clearance:

- **ONLY REQUIRED FOR PERSONS WHO HAVEN'T BEEN A RESIDENT OF PA FOR THE LAST 10 YEARS!**
- **Costs \$25.75**
- <https://www.pa.cogentid.com/index.htm>
- Click on Department of Human Services as the department
- Click on Register Online and complete form and pay the fee
- Print receipt and take it to nearest fingerprinting site (UPS Store at 950 Walnut Bottom Road in Carlisle) **Lost confirmation receipts will result in you paying the fee again as this is your only copy of payment and required for them to submit the fingerprints on your behalf!** Appointments are NOT necessary. ☐ You will receive a response within 10 days via mail
- Provide a copy of your clearance attached to volunteer verification form and select option 2

Volunteer Verification Form

- If you **HAVE BEEN A RESIDENT OF PA FOR THE LAST 10 YEARS** you must complete a volunteer verification form and select option 1
- If you **HAVE NOT BEEN A RESIDENT OF PA FOR THE LAST 10 YEARS** you must provide a copy of your FBI clearance AND attach it to your completed volunteer verification form and select option 2

Volunteer Application and Safe Sanctuary Agreement

- Complete the Volunteer Application and Safe Sanctuary Agreement **PROVIDE ALL CLEARANCES AND FORMS**
TO Mary Jane Wickard marwic@comcast.net

Volunteer Verification
for exemption from FBI Federal Criminal History Clearance

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes two exceptions which, if applicable, will exempt a prospective volunteer from the FBI clearance: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; or (2) if not a resident of Pennsylvania during the entirety of the ten-year period, the prospective volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. If you do not meet either of these exceptions, this Verification form does not apply to you. If properly completed, this Verification form will excuse eligible volunteers from the FBI Federal Criminal History Clearance. If you have any questions about this Verification or your eligibility, you must contact Pastor Mike Poe before submitting the Form.

- Select 1 or 2 below:
 1. _____ I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period; or
 2. _____ I swear and affirm that I have received an FBI clearance since establishing residency in Pennsylvania, and I will provide a copy of the FBI clearance before volunteering.
- I swear and affirm that:
 1. I have never been named in the statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
 2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25 (relating to criminal homicide).	Section 3126 (relating to indecent assault).
Section 2702 (relating to aggravated assault).	Section 3127 (relating to indecent exposure).
Section 2709.1 (relating to stalking).	Section 4302 (relating to incest).
Section 2901 (relating to kidnapping).	Section 4303 (relating to concealing death of child).
Section 2902 (relating to unlawful restraint).	Section 4304 (relating to endangering welfare of children).
Section 3121 (relating to rape).	Section 4305 (relating to dealing in infant children).
Section 3122.1 (relating to statutory sexual assault).	A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 3123 (relating to involuntary deviate sexual intercourse).	Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Sexual 3124.1 (relating to sexual assault).	Section 6301 (relating to corruption of minors). assault).
Section 3125 (relating to aggravated indecent Section 6312 (relating to sexual abuse of children).	

The attempt, solicitation or conspiracy to commit any of the offenses set forth above. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

Prospective Volunteer Signature

Prospective Volunteer Printed Name

Carlisle First Church of God
Name of Organization

Date

VOLUNTEER FORM

CARLISLE FIRST CHURCH OF GOD

705 Glendale Street, Carlisle, PA 17013

www.carlislecog.org

PERSONAL INFORMATION

Name: _____

Birth Date: _____ Phone: _____

Address: _____

Email: _____

Marital Status: (*Circle One*): Single Married

If married, will your spouse be supportive of your involvement in the children/youth ministry? _____

Do you have children? _____

If so, do they participate in the children/youth ministry at our church?

EMPLOYMENT INFORMATION

Are you currently employed? (*Circle One*): Yes No

Current Occupation: _____

Employer: _____

Address: _____

Type of Work/Job Title: _____

CRIMINAL BACKGROUND

Have you ever been convicted of any crime or felony of any sort? (*Circle*

One): Yes No

If yes, please explain: _____

DRIVING RECORD INFORMATION

Do you own a car? (*Circle One*): Yes No

Have you had any traffic violations/accidents in the last three (3) years?
(*Circle One*): Yes No

If yes, please explain: _____

Have you ever been charged with a DUI? (*Circle One*): Yes No

Are you willing to drive for children/youth functions? (Please note that driving youth/children requires additional background checks and a clean driving record) (*Circle One*): Yes No

CHURCH BACKGROUND

Do you regularly attend church? (*Circle One*): Yes No

Do you attend Carlisle First Church of God? (*Circle One*): Yes No

If yes, please answer the following questions:

1. Have you been attending Carlisle First Church of God for at least 6 months? (*Circle One*): Yes No

2. Are you currently a member of Carlisle First Church of God? (*Circle One*): Yes No

If no, please answer the following questions:

1. Do you regularly attend another church for worship service? (*Circle One*): Yes No
2. What church do you attend? _____

Describe your personal relationship with Jesus Christ: _____

MINISTRY INTERESTS

Which ministry/ministries are you interested in volunteering with? (*Circle all that apply*): Awana EDGE Junior Church Nursery Awana Choir Rotation Sunday School Youth Sunday School

How many hours per month can you spend in volunteering in the ministry? (*Circle One*): 2-4 4-6 6-8 8-10 10 or more

RESPONSIBILITIES

Please initial by each statement:

- _____ I agree to submit my volunteer application form
- _____ I agree to submit my Pennsylvania Police Background Check
- _____ I agree to submit my Pennsylvania Child Abuse Background Check
- _____ I agree to submit my FBI Fingerprinting Background Check if applicable. (**NOT** required if you been a resident in the state of Pennsylvania for the last 10 years)
- _____ I agree to submit my volunteer verification form
- _____ I agree to submit my Safe Sanctuaries Participation Covenant
- _____ I agree to submit a copy of my driver's license and additional background checks if I drive for child/youth functions
- _____ I agree to find three (3) individuals committed to pray for me and my involvement in the ministry
- _____ I agree to the church's statement of faith

_____ I agree to do my best to support the ministry, its leaders, and its vision and direction

_____ I agree to attend church regularly

_____ I agree to get involved in at least one small group (i.e., Bible Study, Prayer Group, Sunday School, etc.)

My small group is: _____

WAIVER AND CONSENT

I understand that by filling out this application, any false information provided or information withheld from this form may negatively impact my volunteer status with Carlisle First Church of God. By signing this statement, I agree to provide Carlisle First Church of God all required background clearances and forms prior to volunteering in any child or youth ministry or church sponsored event. In signing this document, I also show that I subscribe wholeheartedly to the Carlisle First Church of God Statement of Faith.

Applicant Signature: _____ Date: _____

SAFE SANCTUARY PARTICIPATION COVENANT STATEMENT

CARLISLE FIRST CHURCH OF GOD
705 Glendale Street, Carlisle, PA 17013

The congregation of Carlisle First Church of God is committed to providing a safe and secure environment for all children, youth, workers, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others. Therefore, the Carlisle First Church of God has established this Safe Sanctuary Covenant.

POLICIES

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, emotional abuse, neglect, or ritual abuse) is allowed to volunteer to work with children or youth in any church-sponsored ministry or activity.
2. For Carlisle First Church of God child and youth ministries, adult volunteers in a supervisory/lead position shall meet the "Six Month Rule" which means they shall demonstrate an active relationship with the congregation for at least six (6) months before being allowed to be in a supervisory role. "Helpers" are exempt from this rule but cannot act as a "Lead" (teachers, directors, etc.).
3. Adult volunteers (to include driving volunteers) working with children shall observe the "Two Adult Rule" at all times so that no adult is left alone with children or youth on a routine basis.

4. Adult volunteers shall have a designated “Roamer” when unable to abide by the “Two Adult Rule.” A “Roamer” is not authorized in driving scenarios.
5. Adult volunteers who are married that want to lead together do not count towards the “Two Person Rule” so another adult volunteer must be present to be the second adult required.
6. Adult volunteers working with children and youth shall attend regular training and educational events.
7. Adult volunteers shall immediately report to the Senior Pastor or the Safe Sanctuary Director any behavior that seems abusive or inappropriate.
8. Adult volunteers who are told of or witness any incident of abuse or neglect must complete an Incident Report, notify the Senior Pastor, and contact ChildLine (1-800-932-0313) of PA immediately.

Please answer the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in any/all church ministries?
(Circle One) Yes No
2. As a volunteer in this congregation, do you agree to observe the “Two Adult Rule” at all times?
(Circle One) Yes No
3. As a volunteer in this congregation, do you agree to abide by the “Six Month Rule” before beginning a supervisory/lead volunteer assignment?

(Circle One) Yes No Not Applicable (Helper)

4. As a volunteer in this congregation, do you agree to participate in training and educational events provided by the church related to your volunteer assignment?

(Circle One) Yes No

5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to the Senior Pastor or Safe Sanctuary Director?

(Circle One) Yes No

6. As a volunteer in this congregation, do you agree to inform the Senior Pastor of this church if you have ever been convicted of child abuse, neglect, or endangerment?

(Circle One) Yes No

I have read this **Safe Sanctuary Participation Covenant Statement**, and I agree to observe and abide by the policies set forth above.

Signature of applicant: _____ Date: _____

Print Full Name: _____