

Memorial Park Church

Love People. Know Jesus. Live Transformed



Background Clearance Process

A state law effective 12/31/2014 requires MPC to update background clearances for anyone who cares for or has direct contact with children under age 18. All employees aged 14 and older and all volunteers aged 18 and older are required to have clearances before they can work with children. Clearances must be updated every five years to remain effective. **Note: You only need to complete this process once every 5 years to cover working and or volunteering in *all ministry areas* at Memorial Park Church.**

Obtaining clearances is now a three-step process that must be completed by each individual:

- Pennsylvania State Police Criminal Check
- Child Abuse History Clearance from the Pennsylvania Department of Human Services
- FBI fingerprint check (not required for volunteers who have lived in the state for 10 years)

MPC will reimburse employees and volunteers for the cost of obtaining the necessary clearances. There are two options:

- The individual pays for the clearances and may request reimbursement when submitting the clearances. NOTE: PA clearances are free for volunteers
- The individual schedules a time with the departmental representative to complete the clearances online at the church, and charges will be paid on a church credit card.

Pennsylvania Criminal History Check

Go to the PA State Police website: <https://epatch.pa.gov>

- **Employees or Incoming Employees** - select *Submit a New Record Check*
- **Volunteers** - select *New Volunteer Record Check* NOTE: PA clearances are free for volunteers
- Follow the instructions through to the Certification Page BUT keep, for reference, the exact way you put your name into the system and also, the date that you submit, as when you go back to print out the results with the Control Number, you may need this specific information.
- When the Search Results Table appears, write down the Control Number for future reference or print the page. Click on the Control Number to go to Record Check Details. **This page is only a receipt, not your official clearance.** Print the receipt, if needed.
- Click on Certification Form to access your official clearance and print the page. (If you skip it, you can go back in with the Control number and your personal info and date done and will be able to access the clearance to print out, or call the office for help)

Pennsylvania Child Abuse Clearance

You may apply for your PA Child Abuse Clearance online at <https://www.compass.state.pa.us/CWIS>

- If you don't already have one, you must create a Login, and then you will receive an email with your Keystone ID and a temporary password. (If you already have a Keystone ID and it doesn't seem to be working, call the help number on the top right of the screen and they will walk you through.) Return to the website and scroll through the pages until you get to the log on page. (Note: your Keystone ID is your username.) Enter the information from the e-mail, then you will be prompted to create a permanent password. After that, follow the procedure on screen to complete the application.
- **Employees or Incoming Employees** - select either *School Employment* or *Child Care Worker* as the purpose for application.

- **Volunteers** - select *Volunteer*.
- You will need all your past addresses since 1975 plus the name, relationship, and age of everyone you have lived with since then. **Be sure to print the payment page before hitting the final submission button; you will not have an option to print a receipt afterwards.** Note: there is no charge for volunteers. Once you have submitted all the information, the clearance papers will be sent by mail. You will also receive an email allowing you to log on and print them yourself ONE TIME, so be at a printer when opening the link in the email-or simply wait for the mail to arrive a few weeks later.

FBI Fingerprint Check

All employees are required to have fingerprints taken. Volunteers are also required to have their prints checked unless they have been continuous residents of Pennsylvania for the last ten years and have not been convicted of an offense under Section 6344. Those volunteers are exempt if they sign a document attesting to this (see submission form on the next page).

To begin the process, you must register by going to <http://uenroll.identogo.com>

- Enter the Service Code **1KG6ZJ** if you are a volunteer
- Enter the Service Code **1KG756** if you are an employee

During the registration process applicants will be asked for an email address and will be asked to create a security question and a security answer. It is very important that once the user creates the security question and answer that you retain this information. Three unsuccessful logins will prevent the applicant from retrieving their results electronically. To prevent any unauthorized release of information, their security information cannot be reset.

Begin with Schedule or Manage an Appointment; follow up with What to Bring to an Appointment; and finally, Locate an Enrollment Center. Keep the record of your appointment date, time, and location and what to take to the appointment.

Your fingerprints will be electronically submitted. Shortly after your fingerprints have been taken and a result can be provided, you will receive an email advising you to click on the link within the email and enter the security question and answer. If you lock yourself out of the system, the result will be transmitted by US Mail. Current mailing timelines take 7-10 business days to reach the intended destination, but this may be longer during busy times. When you access the results, it is important that you be able to download it, save it and print it for future needs. There will be no second access to this electronic result. If you have not received your report, contact 1-855-845-7434 to follow-up.

Note: Minors who do not have a driver's license or a passport will be required to present the Pennsylvania Photo ID Waiver for Minors and alternative identification documents as listed on the waiver. See the link below to access the waiver form:

http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf

Submitting Clearances

When you have all required clearances, use the form on the next page to submit them to the church business office. For new employees, these should be submitted as part of your employment packet. Memorial Park Church must receive official copies of all clearances. If you have done your clearances through another organization that has the originals, they must print a copy and sign off that they hold the original. Note that receipts are NOT the same as the official clearances.

Remember: for new employees and volunteers, these must be submitted BEFORE you have any contact with children at Memorial Park Church.

Do NOT submit until your packet is complete. We cannot accept partial submissions.

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Submission of Background Clearances

Please do not submit until you have ALL required clearances.

Name: _____ Phone: _____

☐ Employee ☐ Volunteer ☐ Support Services

Ministry: _____

I am submitting the following clearances:

- | | | |
|--|---|---|
| ☐ Pennsylvania Criminal History Check | } | Required of all employees and volunteers over age 17 |
| ☐ Pennsylvania Child Abuse Clearance | | |
| ☐ FBI Fingerprint Check | } | Required of all employees and some volunteers |

- ☐ I am exempt from the FBI fingerprint check because (1) I am a volunteer, (2) I have been a resident of Pennsylvania for the last 10 years, AND (3) I have not been convicted of an offense under Section 6344.

Reimbursement:

- ☐ I am not requesting reimbursement.
- ☐ I am requesting reimbursement in the amount of \$ _____
(attach receipts if requesting reimbursement)
- ☐ I would like to make a donation in the amount of \$ _____
(attach check and mark "Child Abuse Clearances" on the memo line)

I swear and avow that the information provided for my clearances and on this form is true and complete.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Clearances Received:

- ☐ Pennsylvania Criminal History Check – Date: _____
- ☐ Pennsylvania Child Abuse Clearance – Date: _____
- ☐ FBI Fingerprint Check – Date: _____
- ☐ FBI Fingerprint Waiver

Reimbursement:

- ☐ Not requested
- ☐ Paid on church credit card
- ☐ Requested – receipts received, voucher submitted
- ☐ Donation received – deposit recorded