



Basic Clearance Instructions for Lay Leaders & Volunteers working with Children (18 and younger)

It is the responsibility of each church to designate a person to oversee and document clearances for their lay leaders and volunteers. This information is not kept in the Diocesan Office but should be readily available when requested.

The state-level Criminal Record Check and FBI Fingerprinting are required by law (Act 151) for anyone working with children (18 and younger). Volunteers who have lived in PA for 10+ years may submit the waiver from the FBI Fingerprinting (clergy may not).

Ministry Safe Sexual Awareness Online Training

Also recommended for lay leaders, such as Vestry.

Renew every 3 years.

The cost for those NOT under the Philadelphia Insurance Company is \$5.00.

Your church should have a designated supervisor to initiate the training for your volunteers. Contact the Diocesan Office to have the individual designated as a Supervisor in the MinistrySafe system.

State Criminal Record Check

Visit <https://epatch.state.pa.us/> for a record check in Pennsylvania.

The cost for staff is \$22.00

FBI Fingerprinting

Renew every 5 years. You may be eligible to use a waiver. Clergy are NOT permitted to use the waiver. Appointments are scheduled at <https://uenroll.identogo.com/> for additional help, call 855-845-7434.

The cost is \$23.85

PA Child Abuse History Clearance

Visit the Child Welfare website at <https://www.compass.state.pa.us/cwis/public/home>

Create an individual account with your email address. The application purpose is *Employee of Child Care Services*.

The cost is \$13.00