



Saint George Roman Catholic Church

"Jesus Christ is the same yesterday, today, and forever." Heb.13:8

Clearances for Full or Part-time Adult Volunteers

Adults who perform a parish related service in which they have direct volunteer contact with or responsibility for children on an unpaid full or part time basis. *Adults will not be permitted to volunteer until all clearances listed below are completed & on file in the church office.*

☐ **PA State Police Criminal Record Check (FREE): Every 5 years**

- <https://epatch.pa.gov/home>
- To obtain a Pennsylvania State Police Criminal Record Check, go to the link above. Choose the New Volunteer Record Check box and complete each section. On the Records Check Details page, you must click on the blue "Certification Form" to receive your official certificate.

☐ **PA Child Abuse History Certification (FREE): Every 5 years**

- <https://www.compass.state.pa.us/cwis/public/home>
- Click on the link above. From the Child Welfare Portal page click on Create Individual Account. Create a Keystone ID.
 - Using the temporary password emailed to you, log back in and create your own password. Record your password someplace safe. You will be required to log in again in order to apply for the clearance. Once your individual account is created, from the Child Welfare Portal page click Individual Account. Click Access My Clearances. Log into your account using your Keystone ID (username) and password. Complete each section of the application as required.

☐ **Affidavit (FREE): Every 5 years**

- <https://www.eriecd.org/images/sections/childprotection/pdf/affidavit.pdf>
- Print & sign document only if you have been a resident of Pennsylvania for the last 10 years. If not, please skip the Affidavit & continue to the Federal Criminal History Record to be fingerprinted.

☐ **Federal Criminal History Record (\$23.25 fee, will reimburse): Every 5 years**

- <https://www.eriecd.org/images/sections/childprotection/pdf/Volunteer%20Federal%20Criminal%20Record.pdf>
- If you are a volunteer and have not lived in Pennsylvania for the past 10 continuous years, Pennsylvania Child Protective Services law requires you to obtain a Federal Criminal History Record (with fingerprints) before beginning to volunteer. If you have lived in PA the past 10 years, please skip this clearance.

- ☐ **Diocesan Creating a Safe Environment Inservice (FREE & Online): Every 5 years**
- <https://www.eriercd.org/images/sections/childprotection/pdf/adultins.pdf>
 - Takes about 55 minutes to complete. The session will end with a quiz, you must score 80% or above to print your certificate.

Volunteer Application for Working with Children (FREE): One time only

- <https://www.eriercd.org/images/sections/childprotection/pdf/Volunteer%20Application.pdf>
- Print & complete document.

☐ **Statement of Intent for Compliance: (FREE) Every 5 years**

- <https://www.eriercd.org/images/sections/childprotection/pdf/Statement%20of%20Intent%20for%20Compliance%20current.pdf>
- Print & complete document.

☐ **Mandated Reporter Compliance Document: (FREE) Every year**

- <https://www.eriercd.org/images/sections/childprotection/pdf/mandatedreporters.pdf>
- Print & complete document.

☐ **Clearance from the Office for the Protection of Children and Youth: (FREE) One time**

***This clearance will be completed for you by the church office, do not complete.**

- <https://www.eriercd.org/childprotection/clearance.html>
- The OPCY will email a response to Saint George within 1 to 2 business days. A hard copy of the clearance will be mailed within 7 days. The clearance will have a diocesan OPCY seal in blue ink.

All links included here will open from this pdf document on your computer.

To visit the Erie Diocese website for non-school volunteer clearances, please visit:

<https://www.eriercd.org/childprotection/secf-non-school-vol.html>

Questions? Email assistant@stgeorgeerie.org.

Name: _____ **Date:** _____

Volunteer Position: _____