CHILD CLEARANCE INFORMATION
CLEARANCE INFORMATION
FOR VOLUNTEER STAFF

In order to comply with the new Pennsylvania legislation regarding clearance policies for volunteers working in direct contact with minors, you are being asked to complete the following clearances. Under this legislation, ministry volunteers ages eighteen (18) or older are required to have a PA Child Abuse Clearance, PA Criminal Record Check, and an FBI fingerprint (or signed CCC-branded Waiver) on file. All clearances must be **renewed every five (5) years**.

If you have currently valid clearances, you do not need to apply for clearances again. Simply submit electronic copies of your clearances to clearances@visitccc.com, or mail hard copies to the church office before you begin to serve. Please send hard copies to:

Christ Community Church
1190 Phoenixville Pike
West Chester, PA 19380

Be sure to take any precautions you deem necessary (i.e. we recommend, for your own security, to avoid writing "Clearances" on the envelope if you choose to mail hard copies and to completely delete the sent message/s from your email account's Outbox). Be assured that your information will be handled in a secure manner by our office staff. **Please remember to retain the originals for your records**; we will not make a habit of sharing copies of the clearances we hold on file.

This process will only take you a few minutes, but it may take the state up to two (2) weeks to return your results, so please begin as soon as possible. Once you have shared your documents with us and our office staff have processed and filed those results, you will receive a confirmation email indicating that you are cleared and ready to serve!

The following pages describe the process to obtain the following Background Checks/ Clearances:

1 **Pennsylvania Child Abuse Clearances (CY113) | No Cost for Volunteers**

2 **Pennsylvania Criminal Record Check (SP4-164A) | No Cost for Volunteers**

3 **FBI Background Clearance -OR- Signed CCC Waiver:**

If you have lived within the Commonwealth of Pennsylvania for the last ten (10) years or more, a signed copy of our Waiver will fulfill our requirements for your FBI check. Please sign and return the last page of this packet via email (clearances@visitccc.com) or mail (at the address listed above).

If you have lived outside of the Commonwealth of Pennsylvania at any point in the last ten (10) years, **you must submit a copy of your FBI Criminal Background/ Fingerprint Check**.

If you have any questions about this process, we are happy to assist you. Please email us at clearances@visitccc.com or call the office at (610) 431-0300.

1 PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

INSTRUCTIONS

The **Pennsylvania Child Abuse History Clearance** application can be completed and submitted online. Once you enter the website linked below, you will be directed to the Child Welfare Portal, where you must create a new account or log in to your existing account (*note: you will need to provide your email address to create an account*). Click the link below to get started:

CHILD ABUSE HISTORY CLEARANCE ONLINE
https://www.compass.state.pa.us/CWIS

If you need to create an account, you must first create your **Keystone ID** (*i.e. your username*). You will then be emailed a temporary password, which you can use to login and promptly change/update your password. You will then be asked to provide all of your permanent residencies dating back to 1975, as well as the names of any individuals with which you have lived. In an effort to save time, you may want to collect this information prior to beginning your application process. Please remember/store your Keystone ID and password so that you can log back in to your account to access your results and/or update your results after five (5) years have passed from your initial results date.

2 PENNSYLVANIA POLICE CRIMINAL RECORD CHECK

INSTRUCTIONS

Visit the Pennsylvania Access to Criminal History website and apply for their criminal record check with the Pennsylvania State Police at the following link: (Note: **please select "Volunteer" as your status for completing this check**. If you do not select "Volunteer," you will be asked to pay as an employee.)

PA STATE POLICE CRIMINAL RECORD CHECK
https://epatch.pa.gov

Please click on **New Record Check (for Volunteers Only)** and following the directions laid out on the webpage. Once you submit this clearance, you will receive immediate results (*click on the blue "Certificate Form" hyperlink to view/download the PDF*).

If your application is "Under Review," record/remember the following information in order to check on the status of your submission:

1) Your "Control Number," which will appear at the last step of your process (*your Control Number will begin with an "R"*).

2) Your exact spelling/listing of your name (*note whether you included full name/first and middle/just first/etc.*)

3) The date of your submission.

3 FBI BACKGROUND CHECK REQUIREMENTS

INSTRUCTIONS: IF PA RESIDENCY FOR LAST TEN (10) YEARS

Please sign and return the last page of this packet to our office staff via email (clearances@visitccc.com) or mail at the following address:

Christ Community Church
1190 Phoenixville Pike
West Chester, PA 19380

INSTRUCTIONS: IF RESIDENCY OUTSIDE PA IN LAST TEN (10) YEARS

The Pennsylvania Department of Human Services finger-print based background check is a multi-step process. Click the link below to get started:

FBI CRIMINAL HISTORY BACKGROUND CHECK
https://www.dhs.pa.gov/KeepKidsSafe/
Clearances/Pages/FBI-Fingerprinting.aspx

Please note you must provide the following service code: **1KG6ZJ**

There is a charge for fingerprinting. If this creates a financial hardship for you, please contact our office at (610) 430-0300 to discuss options for assistance.

CHRIST COMMUNITY CHURCH

FBI BACKGROUND: CCC WAIVER

For volunteers who have claimed Pennsylvania residency ALONE for the past ten (10) years.

I, _____ (please print name legibly), hereby confirm in writing that I have not claimed residency outside the state of Pennsylvania within the last ten (10) years. Therefore, I acknowledge that Christ Community Church does not require me to complete the FBI Fingerprint check in order to serve as a volunteer working with minors for the church.

Signature: _____ **Date:** _____