

CHURCH OF THE SAVIOUR - Volunteer Background Clearances Required by PA Law

Recent revisions to the Pennsylvania Child Protective Services law mandates specific clearances for adults who are responsible for the welfare of a minor or have "direct volunteer contact" (defined as the care, supervision, guidance or control of children and have regular and repeated interaction with children that is integral to a person's volunteer responsibility).

Clearances are valid for 60 months and transferable to other organizations. Retain copies for yourself to be able to produce originals. Free volunteer clearances may only be run every 57 months.

		Response Time	Instructions Obtaining Clearance	Instructions Submitting Clearances to Church of the Saviour
1.	<p>PA Criminal Record Check (PA State Police)</p> <p>Online: https://epatch.state.pa.us/</p> <p>FREE for volunteers</p> <p>Mail: Form SP 4-164</p>	<p>Online: immediate wait for results</p> <p>Mail: two to four weeks</p>	<ol style="list-style-type: none"> 1) Select "New Record Check (volunteers only)" 2) Accept the terms and conditions for the use of PATCH 3) Enter your personal information Church's phone: 610.688.6338 4) Verify information and select "Proceed" 5) Complete additional personal information 6) Select "Enter This Request" 7) Select "Finished" 8) Select "Submit" 9) Please wait while it processes - MUST know control # to retrieve results 10) Once processed, click on the control # 11) Select "Certificate Form" 12) Print two copies of certificate (one for yourself, one for church) 13) Select "Back" and, if desired, click the invoice # to print an invoice 14) Submit copy of certificate 	<p>Mail: 651 North Wayne Avenue Wayne, PA 19087 Attn: HR Department</p> <p>Fax: 610.964.7893 with cover page "Attn: HR"</p> <p>Scan and email to clearances@cosnet.org.</p>
2.	<p>PA Child Abuse History (ChildLine)</p> <p>Online: https://www.compass.state.pa.us/CWIS</p> <p>FREE for volunteers</p> <p>Mail: Form CY-113</p>	<p>Online: can print clearance in two to 14 days</p> <p>Mail: two to four weeks</p>	<ol style="list-style-type: none"> 1) Recall your addresses since 1975 2) Recall individuals with whom you have lived since 1975 (requires present age of all individuals) 3) Select "Create individual account" - you will receive an email to confirm creation Note: Create your own unique KEYSTONE ID 4) Click link to log into the CWSI system 5) Select "Create Clearance Application" 6) Create your own Keystone ID 7) Complete questions (can request certificate be mailed to home) 8) E-signature is first and last name only 9) Check email for a confirmation <p>When clearance is complete:</p> <ol style="list-style-type: none"> 1) You will receive an email from noreply@pa.gov when clearance is complete 2) Log into your account 3) Select "To view the results" and print two copies of clearance 	<p>Bring to church office (Bldg. B).</p> <p>Submit during special ministry-designated times.</p> <p>Place in locked offering collection box in Bldg. A. * Sealed envelope * Clearly marked as "HR Department"</p> <p>NOTE: Do not send full social security number via email or as an attachment.</p>
3a.	<p>PA resident < 10 years FBI Criminal History (fingerprint-based)</p> <p>https://www.pa.cogentid.com/</p> <p>OR</p> <p>Locations: Select "Find a Fingerprint Location"</p>	<p>Online: should receive clearance in four to 14 days</p> <p>Mail: should receive clearance in one to four weeks</p>	<ol style="list-style-type: none"> 1) Select "Department of Human Services" for church volunteers 2) Select "Register Online" 3) Complete questions (select "Private" for reason) 4) Select "Next" 5) Confirm information 6) Enter credit-card information and "PAY" 7) Print registration 8) Choose a location 9) Present government-issued photo ID and registration at location 10) Fingerprints will be taken electronically 11) Should you not receive results in 14 days, contact DHS at 717.783-6211 12) Provide church with copy of registration or the unofficial copy received in the mail 	
3b.	<p>PA resident for 10+ years Affidavit must be notarized (in lieu of FBI Criminal History)</p>	<p>Immediate</p>	<ol style="list-style-type: none"> 1) Read affidavit 2) Bring a government-issued photo ID or passport 3) Sign affidavit in the presence of a notary (available at the church) 	<p>Church office - Casey Casey is the notary. Tuesday - Friday, 10 a.m. - 3:30 p.m. Each ministry will communicate additional times that the church's notary will be available.</p>