

## **Instructions for Required Background Checks per Act 153 of 2014.**

This PA law is applicable to those unpaid church volunteers and church employees “responsible for the welfare of a child or having direct contact with children.” The law defines “direct contact with children” as “The care, supervision, guidance or control of children or routine interaction with children.” **The law also states that these background checks must be completed every five years.** PA law now requires applicable volunteers and employees to obtain the following background checks:

1. **Criminal History Record Information obtained from the PA State Police (Check the volunteer box for the \$10 fee to be waived).**
  - a. Apply online at <https://epatch.pa.gov/home>
  - b. Be sure that you have checked the volunteer box for the fee to be waived or you will need a credit card to pay the fee
  - c. Results are provided immediately
  - d. Print results and turn in a copy to the church office. Do NOT print receipt. The correct certificate should have the keystone symbol printed on it.
  
2. **Child Abuse Clearance obtained through the PA Department of Public Welfare (Check the volunteer box for the \$10 fee to be waived).**
  - a. Apply online at <https://www.compass.state.pa.us/cwis/public/home>
  - b. Follow the instructions to create a new account and process an application
  - c. Be sure that you have checked the volunteer box for the fee to be waived or you will need a credit card to pay the fee
  - d. You will receive your results in the mail, please be sure to bring us a copy or the original for our files.
  
3. **Federal Criminal History Record Information Fingerprinting (\$27.50 fee)**
  - a. If you have lived in PA for the last 10 consecutive years you do not need to obtain fingerprints. However, you will need to indicate to BLFMC in writing that you have lived in PA for the last 10 consecutive years and have not been convicted of an offense. (Statements to that effect can be obtained from the church office).

**-OR-**

  - b. If you are not a PA resident or have not lived in PA for the last 10 consecutive years you will need to:
    - i. Register online at <https://uenroll.identogo.com>
    - ii. Select 'Get Fingerprinted'
    - iii. In the menu labeled 'Select Service by State' Choose PENNSYLVANIA
    - iv. You will be asked to provide a service code; use: **1KG6ZJ** to indicate DHS Volunteer
    - v. Choose 'Schedule or Manage an Appointment' and follow instructions
    - vi. Choose a location and schedule an appointment. Closest locations include:
      - Wayne County Sherriff's Office, 925 Court St., Honesdale, PA 18431-1996
      - Northeastern Educational Intermediate, Unit 19, 1200 Line St., Archbald, PA 18403
      - Traditional Home Health and Hospice, 113 W. Drinker St., Dunmore, PA 18512
      - The Ship Shop, 700 Route 6, Ste 1, Shohola, PA 18458-3610
      - CareGivers America, 718 S. State St., Clarks Summit, PA 18411-1749
    - vii. You will receive your results via email. Print results and turn in a copy to the church office.
  
4. **BLFMC Child & Youth Abuse Prevention Program Packet**
  - a. Please read the packet and sign and return the last page. (Not required by the state of PA, but required by BLFMC as per the Board of Administration)

**Please turn in all of the above required documents to the church office. Photo copies of originals are permitted.**

All of the above information is also available on our website on the *Resources* page.