



BACKGROUND CLEARANCES FOR WORKING WITH CHILDREN AND YOUTH

New Bethlehem Presbyterian Church (NBPC) is committed to providing a safe environment for the children and youth it serves. In accordance with the laws of the Commonwealth of Pennsylvania and the policies put on place with the Session, all staff and volunteers that work with children and youth are required to complete background clearances before beginning their work and regularly thereafter.

Instructions for Obtaining Your Clearances

Effective July 2015, Act 33 and Act 34 Background Checks are FREE for VOLUNTEERS. The FBI Clearance (if required) is not free.

Note: When the process is complete, you'll have **two clearance certificates** PLUS the fingerprint check (if applicable).

Procedures:

- 1. Clearance # 1, the PA State Police Background Check**, required for everyone that works or may work with youth
Visit the following website:
<https://epatch.state.pa.us/Home.jsp>
Click on "Submit a New Record Check (Volunteers Only)",
Agree to their policy, and
Enter your information.
Once you've entered all your information, the website will generate the certificate of completion.
- 2. Clearance #2, the PA Child Abuse History Clearance**, required for everyone that works or may work with youth
Visit the following website:
<https://www.compass.state.pa.us/cwis/public/home>
Click on "Create a New Account" You will need to create your own user account for this clearance. Enter the required information to log in and set up the account. Once this is complete and you've logged in, you may need to click on "Access my Clearances."
Select "Create Clearance Application" and enter the appropriate information. Be sure to select volunteer.
Once this is complete, the website will generate a certificate of completion.

3. **Clearance #3, the FBI Clearance**, required for everyone that works with or may work with youth **AND** has lived outside of Pennsylvania within the last 10 years. If you do not need to complete this clearance (you've lived inside PA for the last 10 years) you need to fill out the attached Affirmation of Residency. If you do need to complete the FBI Clearance:

Visit the following website:

<https://www.identogo.com/services/live-scan-fingerprinting>

Select "Pennsylvania" under "Digital Finger Printing"

Select "Digital Finger Printing" and enter the code: 1KG6ZJ

Schedule an appointment and pay with a credit card (\$27.50).

Follow the instructions and print necessary documents.

You will then go to a finger printing location. You must register online **BEFORE** going to the finger printing site. You'll need your driver's license.

You should receive your certification in the mail.

Keep your receipt; you may be reimbursed by the church.

AFFIRMATION OF RESIDENCE
New Bethlehem Presbyterian Church

I, _____ swear and/or affirm as follows:

1. I wish to serve as an unpaid volunteer for New Bethlehem Presbyterian Church.
2. I am submitting this Affidavit to New Bethlehem Presbyterian Church in accordance with the provisions of Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section 6301 et seq.
3. I understand that New Bethlehem Presbyterian Church will be relying on my statements in this Affirmation for the purpose of determining whether I may serve as an unpaid volunteer for New Bethlehem Presbyterian Church.
4. I have been a Pennsylvania resident during the entirety of the ten-year period immediately preceding today's date.
5. I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the Pennsylvania Child Protective Services Law, in that:
 - A. I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.:
 - i. Chapter 25 (relating to criminal homicide);
 - ii. Section 2702 (relating to aggravated assault);
 - iii. Section 2709.1 (relating to stalking);
 - iv. Section 2901 (relating to kidnapping);
 - v. Section 2902 (relating to unlawful restraint);
 - vi. Section 3121 (relating to rape);
 - vii. Section 3122.1 (relating to statutory sexual assault);
 - viii. Section 3123 (relating to involuntary deviate sexual intercourse);
 - ix. Section 3124.1 (relating to sexual assault);
 - x. Section 3125 (relating to aggravated indecent assault);
 - xi. Section 3126 (relating to indecent assault);
 - xii. Section 3127 (relating to indecent exposure);
 - xiii. Section 4302 (relating to incest);
 - xiv. Section 4303 (relating to concealing death of child);
 - xv. Section 4304 (relating to endangering welfare of children);
 - xvi. Section 4305 (relating to dealing in infant children);
 - xvii. A felony offense under section 5902(b) (relating to prostitution and related offenses);

- xviii. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
- xix. Section 6301 (relating to corruption of minors);
- xx. Section 6312 (relating to sexual abuse of children); or
- xxi. the attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.

B. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.

C. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today's date.

Signature

Date

Printed Name

Office Use Only

Reviewed By: _____ Date: _____

Date Entered into Shepherd's Staff: _____