

Saint Christopher Parish

13301 Proctor Road + Philadelphia, PA 19116 + 215-673-5177

All new volunteers must have the following clearances and they must be updated every five years. As of July 25, 2015 when you register for your clearances as a volunteer there is no fee for the Criminal Background Check and the Child Abuse History Clearance.

Pennsylvania State Police Criminal Background Check is available online at: <https://epatch.state.pa.us/>. Once your status comes through as **No Record** you click on the Certification Form and print out your clearance. Please give a copy to the Parish Office. Make sure to complete the form as a Volunteer and there is no fee after July 25, 2015

Pennsylvania Child Abuse History Clearance is available online at: <https://www.compass.state.pa.us/CWIS>. You will create your own account and when the clearance is completed you must print out your clearance. Please give a copy to the Parish Office. Make sure to complete the form as a Volunteer and there is no fee after July 25, 2015.

Federal Bureau of Investigation Fingerprint Clearance. If you have been a resident of the State of Pennsylvania for the last 10 years you must sign a Disclosure Statement Application for Volunteers form which we have in the office. If you have not been a resident for 10 consecutive years you will need to do FBI Fingerprinting. Information is available online at <https://uenroll.identogo.com>. Use Service Code **1KG6Y3** when registering . **Click on Schedule or Manage Appointment and complete the required information.** For fingerprint locations please go to <https://www.identogo.com/locations/pennsylvania>. Once you are fingerprinted you will be given a UEID number which you must give to the office so we can obtain the official results of your fingerprinting. **Please register under Pennsylvania Department of Human Services.**

Required Safe Environment Training

All clergy, as well as staff and volunteers of the Archdiocese of Philadelphia who have regular contact with children must complete the following training requirements:

Safe Environment Part 1: Protecting God's Children (in-person)-provides basic facts about child sexual abuse and the adult's roles in prevention. To register go to: https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

Safe Environment Part II: Mandated Reporting of Suspected Child Abuse (on-line provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is available on-line through the OCYP website at www.childyouthprotection.org under "Training Institute". This is a 3 part program which can be done individually. When completed print the Certificate and return the certificate to the Parish Office.

Please make sure to keep all of your account information for each of the clearances so you can use that again when you need to update.

Any questions, please call the Parish Office at 215-673-5177 and ask for Peggy Gutchigian.

Thank you.

Peggy Gutchigian