

Friedens Evangelical Lutheran Church

1076 Memorial Highway, Oley, PA 19547-8778

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Rev. Donna M. House, Pastor



Beginning July 1, 2015, any adult volunteer that is responsible for the welfare of a child or having direct contact with children will be required to obtain clearances before beginning their volunteer work. New clearances will need to be obtained every 60 months thereafter.

All Volunteers must obtain the following clearances:

1. Pennsylvania Criminal History report from the Pennsylvania State Police
This can be done online at <https://epatch.state.pa.us/> and printed right away or you can request a paper form from the Office Administrator. (free for volunteers)
2. Pennsylvania Child Abuse History Clearances from the Pennsylvania Department of Human Services
This can be processed online at www.compass.state.pa.us/cwis, it is a slightly involved process. You can make an appointment with Brook, the Office Administrator, and she will help you process this online. (free for volunteers) and
3. Federal Criminal History report from the FBI, which shall include submission of the individual's fingerprints.
This must be registered for online at <https://www.identogo.com> (use Code 1KG6ZJ), then you must have your fingerprints scanned. You can make an appointment with Brook, the Office Administrator, and she will help you process this online. (The fee is approx. \$23.85)

However, only the Pennsylvania Criminal History report and the Certification from the Pennsylvania Department of Human Services will be required for a volunteer if the following 3 conditions apply:

- the volunteer position is in fact unpaid;
- the prospective volunteer has been a Pennsylvania resident for a period of no less than 10 years immediately prior to the application for a volunteer position; and
- the prospective volunteer swears or affirms in writing that he/she is not disqualified from service under the provisions of the law. Download the disclosure statement at <https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Volunteers.pdf>.

A volunteer who also has background checks because of paid employment can use those checks for volunteering by showing the original document to the Office Administrator, Brook, and she will make a copy.

All volunteers will be required to obtain these clearances and have them on record with the Office Administrator before beginning any volunteer position with children.

If you have any questions, please contact the Office Administrator, Brook Green at 610-987-6021 or bgreen@friedenslutheran.org.



Evangelical Lutheran Church in America
God's work. Our hands.