

## Volunteer Clearances: Procedure, Links and Forms

DFUMC volunteers (ages 18 and older) who have regular and direct contact with children through DFUMC programs and missions are mandated to meet the Safe Sanctuary Policy requirements. This includes, but is not limited to the following: Preschool, Playgroup, Kindercamp, VBS, Sunday School, Youth Group, Nursery, etc. Refer to the [Keep Kids Safe PA](#) website for more info.



- Please note that Clearances obtained for employment purposes are acceptable for volunteer purposes. Be sure to keep all copies of your clearances and a record of the different usernames, ID and passwords.
- Clearances obtained for volunteer purposes are **not** acceptable for employment purposes.
- Volunteer Clearances **are valid for 5 years from the date they were issued.**
- Volunteers should submit the following 7 pieces of paperwork if they have been a PA resident **continually** for the past 10 years. *If you have **not** been a PA resident for 10 years, you must submit 8 documents including the FBI Fingerprint Criminal History.*
- If you have not been a PA Resident for the past five-year period, you must **also** include Criminal History and Child Abuse clearances from your prior state. See Clearances> Out of State Clearances on [Keep Kids Safe Website](#) for links to other states.

1. **Clearances Cover Form (attached)** - Print and complete the attached form. Be sure to fill out the dates for each clearance type. Staple all documentation to the Cover Form in the order it is listed. This cover sheet is used by the SPRC Chairperson to enter data in the Safe Sanctuary database, **so it must be attached and filled out completely.**
2. **Certificate for Mandated Reporter Online Training** (about 2-3 hr. course). Free online course developed by the [University of Pittsburgh's Child Welfare Resource Center](#). Fill out the Registration Form to set up an account. After you submit the registration, you will be assigned a username and password (appears at the bottom of the screen.) **Be sure to write down this login information.**

This course **cannot** be taken on a mobile device (i.e., cell phones, ipads, tablets.) If you are having difficulty logging in, try switching your browser. Certificates will appear in the tab 24 hours after you complete the course. You can stop the course at any time and continue it later. Be sure to go to the end after the course evaluation to **print out 2 copies of the certificate and attach one to the Clearance Cover Form**. Keep the other copy for your records. [Course Registration Link](#)

3. **Report of criminal history from the Pennsylvania State Police (PSP).** This is free only for volunteers so select **New Record Check** (Volunteers Only) and complete both pages. Be sure to write down your control number. **When you receive your clearance, print out 2 copies of the approved clearance certificate** and attach one to the Clearance Cover Form. Keep the other copy for your records.

- [State Police Link](#)

4. **Child Abuse History Clearance – Child Welfare Portal** from the Department of Human Services. This is *free* for volunteers once every 57 months. Create an Individual Account and enter a new Keystone ID (this is a username). After submitting registration, a temporary password is sent by email. You then need to log in with your username and temporary password, Select Access Clearances, Enter Username and temporary password again, answer security questions, select device type and then change to a new password (**read password rules carefully.**) **Be sure to write down your Keystone ID (username) and new password.**

Then login with new password, accept conditions and select **Create Clearance Application**. This clearance includes a section where you enter addresses and the people you have lived with since **1975** (only include addresses where you changed your license (i.e., no need to include college addresses or roommates unless you had changed your driver's license to this address.) Don't forget to include parents, spouses and siblings). **When you receive your clearance, print out 2 copies of the approved clearance certificate and attach one to the Clearance Cover Form.** Keep the other copy for your records. If you get this clearance mailed to you, make 2 copies.

- [\*\*Child Welfare Portal\*\*](#)

5. **Volunteer Waiver Form (attached)** - Print and complete the attached form. This states that you are an unpaid volunteer, confirms your PA residency status and declares that you have not been convicted of any criminal offense listed.
6. **Sanctuary Training Completed and Policy Signed**- Enter the date you completed Safe Sanctuary Training. At that training, you will receive the policy, sign the last page and a SPRC committee member will review the policy with you. At the end of the training, your attendance will be recorded. Contact SPRC Chairperson to schedule this training.
7. **National Sex Offender Registry (NSOR) Verification Certificate**. Print and fill out the verification application. There is no fee for the NSOR verification and processing time is about 14 days. You can take a photo and submit it by email or mail in the application.
  - [\*\*NSOR Application Link\*\*](#)
8. **FBI - Fingerprint Based Federal Criminal History**. There is a charge for this clearance, and it is only *required for volunteers who have not been a PA resident for the past 10 years*. Scroll down to **Enrollment Services** and select **Digital Fingerprinting**. Use Service Code **1KG6ZJ** for Volunteers. **Select Schedule or Manage an Appointment**, complete the online form and then get fingerprints taken at an assigned center.
  - [\*\*FBI Enrollment Link – Use Service Code- 1KG6ZJ\*\*](#)

Staple all documentation to the **Clearance Cover Form** and submit in a large envelope or file folder addressed to the SPRC Chairperson and drop it off at the office.

You must submit **all the required documentation at one time**. Incomplete documentation will **not** be accepted and will be returned. You **cannot** start or continue volunteering in any capacity where children are included, until all the complete package of approved clearances and forms has been submitted.

## Clearances Cover Form for DFUMC Volunteers

- Complete the form below and staple copies of your certificates for required PA clearances and the required Mandated Reporter Online Training, Safe Sanctuary Training and DFUMC Volunteer Waiver Form.
- Items 1 through 6 **must** be submitted for **all** volunteers. Item 7 only if applicable.
- Submit forms and copies in a file folder or large envelope marked **SPRC Chairperson** and drop off at the church office. Incomplete forms will be returned.

<b>Date Submitted</b>			
<b>Area of Volunteering that involves Children</b>	<input type="checkbox"/> Tree of Life Preschool <input type="checkbox"/> Sunday School <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Kinder-Camp <input type="checkbox"/> VBS <input type="checkbox"/> Youth Group	<input type="checkbox"/> Playgroup
<b>Residency</b>	I have resided in PA since _____. If less than 5 years, list prior state of residency. _____. <b>Be sure to include clearances from other state(s).</b>		
<b>Printed Name</b>			
<b>Signature</b>			
	Item	Enter Completion Date	Certificate/ Form MUST Be Attached
1. Required	<b>Online Training Certificate-</b> Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania		
2. Required	<b>PA State Police:</b> Report of Criminal History (Be sure to include clearances from other state if required)		
3. Required	<b>Child Abuse History Clearance</b> (Be sure to include clearances from other state if required)		
4. Required	<b>Volunteer Waiver Form completed</b>		
5. Required	<b>Safe Sanctuary Training completed</b> (Enter training date)		N/A
6. Required	<b>National Sex Offender Registry Verification</b>		
7. Complete If Applicable	<b>FBI Fingerprint and Federal Criminal History-</b> Service code is <u>1KG6ZJ for volunteers</u> ( <i>Only Required if the volunteer has not been a PA Resident for past 10 years</i> ). Otherwise write NA for date and certificate.		

## DFUMC Volunteer Waiver Form

The DFUMC Volunteer Waiver Form must be completed, and check-off boxes checked as part of the Safe Sanctuary Policy and should be attached as part of the Clearances Cover Form for DFUMC Volunteers.

Volunteer's Name \_\_\_\_\_ Date: \_\_\_\_\_

**1. Volunteer Status:**

The position that I volunteer for is unpaid.

**2. PA Residency Status: Check one only**

I hereby affirm that I have been a PA resident for the entirety of the previous ten-year period. **OR**

I have **not** been a PA Resident for the **past five-year period** and have also included clearances from my prior state. **AND/OR**

I have NOT been a PA resident for the entirety of the previous ten-year period and have obtained the FBI Fingerprint Criminal History Clearance as part of my Volunteer Clearances package.

**2. Criminal Check:**

I hereby swear that I am not disqualified from serving pursuant to the conditions listed below and have **not** been convicted of any of the enumerated offenses, or equivalents from another jurisdiction.

Any applicant will be denied:

- Who is named in the Statewide database as a perpetrator of a founded report committed with the last five years;
- Whose PA State Police Criminal Background check or FBI check reveals a conviction for any of the following at any time in the past:

Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviated sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing death of child; endangering welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; OR the attempt solicitation or conspiracy to commit any of the above offenses:

- Or whose PA State Police Criminal Background or FBI check reveals a conviction for a drug or drug-related felony in the past five years.

If after submitting clearances, I am arrested/ convicted of an offence that would constitute grounds for denying participation in a program under the Child Protective Services Law, I must submit written notice to DFUMC **within 72 hours** of being listed as a perpetrator in statewide database and cannot work with children until current approved clearances are obtained.

Volunteer's Signature: \_\_\_\_\_