

## **BACKGROUND CHECK RENEWALS**

### **SCHOOL VOLUNTEER INFORMATION SHEET**

Background checks for VOLUNTEERS are valid for 60 months from the date on the forms.

**PLEASE NOTE:**

1. The state certifications for volunteers are free of charge once every 57 months. If you try to renew the checks before 57 months, there will be a cost.
2. Volunteers that previously did not meet the 10 year residency requirement and had to obtain the FBI check will not need another FBI check if they have not moved outside Pennsylvania in the past 60 months. Please feel free to contact Kathy Bolinski with any questions.

Your cooperation with completing the following items is appreciated.

Volunteers that have <u>Direct Contact and Routine Interaction with Children</u> require:	Completed:
1. PA State Police Criminal History Check – Link to website for online submission <a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a> Free of Charge.	___/___/___
2. PA Child Abuse History Certification – Link to website for online submission <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a> Free of Charge	___/___/___
3. <u>ONLY IF LIVING OUTSIDE PA WITHIN PAST 60 MONTHS:</u> FBI Federal Check with Fingerprinting – Link to website for instructions and to register for fingerprinting <a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a> Service Code: 1KG6Y3	___/___/___
4. Volunteer Affidavit (Provided by School Office)	___/___/___
5. Signed Code of Pastoral Conduct (Form revised in August 2015 – Provided by School Office)	___/___/___

**Upon completion, kindly submit copies of background check results and signed documents to the School Office. Retain copies for your records. If you do not have access to a computer, please contact Kathy Bolinski, Safe Environment Coordinator, at 570-207-1453 for further instructions.**

### **THANK YOU FOR YOUR PATIENCE AND COOPERATION!**

*"Let your light so shine before all, that they may see your good works and give glory to your Father who is in heaven" (Matt 5:14)*

## Online Application for VOLUNTEERS

### PA State Police Criminal Record Check – Step by Step Instructions

<https://epatch.state.pa.us/Home.jsp>

1. Choose "New Record Check (Volunteers Only)"
2. Read the Terms and Conditions. Scroll to bottom and check the box then click Accept.
3. Enter Personal Information in the required fields labeled with a red asterisk. Click Next.
4. Review for accuracy then click on Proceed.
5. Fill in the information on the Request Form. Click Finished.
6. Review then click on Submit.
7. The system will begin processing the request.
8. You will see a page titled "Record Check Request Results". If there is no record, you will be able to access the results and print immediately.
9. *If there is a record*, PRINT THE PAGE WITH THE CONTROL NUMBER AND DATE ENTERED. That will be the only way to obtain your results. The system will send you an email when the record is processed then you will proceed with the next step.
10. Click on the Control Number to access details.
11. Next page is titled "Record Check Details" Click on "Certification Form"
12. Once the certificate appears, print at least 2 copies, one for your records and one for the volunteer organization. You may also save the certificate to your computer.

## Online Application for VOLUNTEERS

### PA Child Abuse History Certification – Step by Step Instructions

<https://www.compass.state.pa.us/cwis/public/home>

If you previously obtained the Child Abuse History Certification thru the online application and you remember your Keystone ID (User Name) and password, you can log in to renew the background checks. You can update your information easily and resubmit the request.

Information from the FAQ sheet on the website:

**"Citizen User:** If you forgot your password you will need to create a new one. To create a new password, first, click the "Forgot Password" link located on the Log In screen. Next, enter your First Name, Last Name, and your User ID. If your user information is found, you will then be prompted to answer two of your three security questions. If your answers are correct, you will be prompted to enter and confirm a new password. Upon entering a valid password and clicking "Submit", you will receive a password change confirmation displayed on the screen. You may now log in using your new password on the Log In screen.

**Citizen User:** Citizen users may not re-set nor recover their User ID. If you forgot your User ID please refer to the email titled "Commonwealth of Pennsylvania – New Account Information" that was sent to you upon account creation. Your User ID is located here.

**Please Note:** If you no longer have this information you must create a new account. If a new account is required, citizen users may use the same email address registered with their previous account.

If you continue experiencing issues logging in to your account we are here to help. Please contact the CWIS Support Center at 1-877-343-0494."

**CONTINUE ON OTHER SIDE**





## Diocese of Scranton

### Volunteer Affidavit

In order to apply for volunteer service in the Diocese of Scranton, I am aware that I must provide the following clearances prior to beginning service: PA State Police Clearance and PA Child Abuse History Clearance.

As a volunteer applicant, I affirm that I have resided continuously in Pennsylvania for the previous 10 years immediately preceding the date of this statement. As such, I am submitting this information in lieu of obtaining the FBI clearance as required by ACT 153 of 2014.

I am aware that past convictions of certain crimes and offenses also permanently disqualify me from volunteer status. I swear/affirm that I have not been convicted of one or more of the following crimes reportable under Title 18 of the PA Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301(a)(1) (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- Section 6318 (relating to unlawful contact with minor).
- An offense designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act during the five year time period immediately preceding today's date
- An offense similar in nature to those crimes listed in clauses (1) and (2) 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 this Commonwealth.
- An attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I understand that I will be dismissed if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances. I also understand that the Diocese retains the right to refuse permission to serve as a volunteer for any reason that, in its judgment, renders the applicant unsuitable to serve in that capacity.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

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Date

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Applicant (Print Name)

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Applicant Signature

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Date

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Witness (Print Name)

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Witness Signature

## **Diocese of Scranton Code of Pastoral Conduct for all Clergy, Administrators, Staff and Volunteers**

Our children are the most important gifts God has entrusted to us. As an adult member of the Diocese of Scranton, I promise to strictly follow the rules and guidelines in this Code of Conduct when providing services to or interacting via face-to-face or by telephone, cell phone or any social networking website with a child involved in any diocesan, parish or Catholic school program.

### **I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth while working or volunteering at any event or function sponsored by a diocesan parish or school.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Maintain a standard of morality in public and private life which does not reject the teachings of the Catholic Church.

### **I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while working or volunteering.
- Use, possess, or be under the influence of illegal drugs while working or volunteering.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations)
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth
- Acquire, possess or distribute sexually explicit images of children under the age of 18 including but not limited to books, photographs, films or computer generated images.

I understand that as a volunteer, staff member or clergy, I am agreeing to a mandatory background check including criminal history and child abuse history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from my position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_