

YOUTH PROTECTION VOLUNTEER CLEARANCE PROCEDURES

***Hard copies of completed paperwork package must be submitted to the school or parish office
30 days PRIOR to the event in which the badge is required.***

Step #1

Youth Protection Clearance Submission Information Sheet –

<http://stmmparishschool.org/upld/efiles/ClearanceSubmissionInformationSheet.pdf>

Print, read and complete.

Step #2

Diocese of Harrisburg Code of Conduct for Adults –<http://stmmparishschool.org/upld/efiles/AdultCodeOfConduct.pdf>

Print, read, sign & date

Step #3

PA State Police Criminal Background Check - <https://epatch.state.pa.us/Home.jsp>

Complete online. One (1) free background check every 5 years for volunteers. Print a copy of the **CERTIFICATE** that includes the control #. **Submitted Certificate cannot be older than 1 year**

Step #4

PA Dept. of Public Welfare Disclosure - NEW ONLINE APPLICATION <https://www.compass.state.pa.us/cwis/public/home>

Register as an individual, complete online. One (1) free background check every 5 years for volunteers. Print a copy of the certificate. **Submitted Certificate cannot be older than 1 year**

Step #5

Diocese of Harrisburg **UNPAID POSITION** Disclosure Form [http://www.hbgdiocese.org/wp-](http://www.hbgdiocese.org/wp-content/uploads/downloads/2015/10/Adult-Unpaid-Position-Disclosure-Statement-English-Revised-Oct-2015.pdf)

[content/uploads/downloads/2015/10/Adult-Unpaid-Position-Disclosure-Statement-English-Revised-Oct-2015.pdf](http://www.hbgdiocese.org/wp-content/uploads/downloads/2015/10/Adult-Unpaid-Position-Disclosure-Statement-English-Revised-Oct-2015.pdf)

Print, read, complete both pages & sign.

Step #6-2 Separate Registrations

Diocese of Harrisburg Online Video Training Course - <https://safeyouth.hbgdiocese.org/>

- A. Register via the Diocese of Harrisburg. Include all locations in which you will be volunteering. You already read the Code of Conduct (Step #2 above) View the Welcome video.
- B. Register via The Univ. of Pittsburgh. View Recognizing and Reporting Child Abuse Presentation. Print a copy of the certificate once completed.

Step #7-ONLY if you have NOT lived in PA for the last 10 years

FBI Fingerprint Report - Register w/ IDEMIA (MorphoTrust USA) & pay online (\$21.35) – <https://uenroll.identogo.com/> or by phone Monday – Friday 8:00 am – 6:00 pm EST at 1-844-321-2101.-Must use the PA Dept. of Education portal Applicants must complete pre-enrollment PRIOR to being fingerprinted. Take proof of registration & photo id to a fingerprinting location.

Identogo State Agency Enrollment Center Locations and Hours: <https://www.identogo.com/locations/pennsylvania>
Service Code= **1KG6Y3** PDE Volunteer NEW / CURRENT CATHOLIC SCHOOL VOLUNTEERS

Step #8

Send an e-mail to youthprotection@stmmparish.org that includes your name in order to be contacted once your application has been approved & your badge issued.

Step #9

Make a copy of all documents for your records. Submissions cannot be processed if any of the documents are missing.

Any problems or questions please contact youthprotection@stmmparish.org