

All information needed to complete your Certifications |

ACCORDING TO THE LAW:

All volunteers at Living Hope who work with children under the age of 18 must submit background checks in order to be in compliance with a PA state law that went into effect as of December 2014.

All volunteers must complete the following to be eligible for service.

1. KIDS' SAFE CLASS

All volunteers must attend a Kids' Safe Class when beginning to work with children at Living Hope. These will be held on an as-needed basis depending on new volunteers starting on their respective ministry team. This class will also cover the topic of mandated reporting of suspected child abuse as the PA Child Protective Services Law was amended in 2014 to include all unpaid volunteers who work with children/youth in churches to also be considered a Mandated Reporter.

2. BACKGROUND CHECKS

All volunteer staff who work with children must have a **Childline Child Abuse Clearance, PA Criminal Record Check and FBI Fingerprint Background Check** (if applicable). They must be completed by each individual volunteer and must be renewed every five years. The Child Abuse Clearance and PA Criminal Record Check do not cost anything to process. The church is willing to reimburse each volunteer the cost of the FBI Fingerprint Check if so desired. A Reimbursement for Expenses form is available in the church office if you'd like to submit one.

CHILDLINE CHILD ABUSE REGISTRY

<https://www.compass.state.pa.us/CWIS>

Be prepared to have as much of the following information with you when you begin to fill out this form:

- All previous addresses since 1975
- Full names and current ages of anyone who has lived with you since 1975 to the present.

PA CRIMINAL RECORD CHECK

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

FBI FINGERPRINT CHECK

uenroll.identogo.com

Note: The FBI Finger Print Background Check is only for someone who has lived outside of PA at some point within the last ten years.

Pre-register before going to your fingerprinting site at www.identogo.com.

1. Go to uenroll.identogo.com
2. Enter the following service code in the box in the middle of the page: **"1KG6ZJ"**
3. Complete all fields with the information requested, clicking on "Next", until all fields are filled in.

When the Childline Child Abuse Registry and PA State Police Criminal Record Check are completed, please print out or save the forms. The FBI Fingerprint Check results will be sent to you in the mail. Once all clearances are completed & received; email them to @ slankford@churchlh.com or place them in the mail box of Sandra Lankford (Kid Safe Coordinator) in our church office.

****NOTE* You may already have these background checks completed due to your employment or other volunteer opportunity. If these background checks are dated within the last 5 years, they are transferable to us. Please make a copy and send them to the Kids Safe Coordinator listed above.***