

Grace Baptist Church Volunteer Application (Updated Summer 2015)

Relating to Volunteers having contact with children and youth

According to the Pennsylvania Child Protective Service Law, adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a **program**, activity or **service** responsible for the child's welfare or having **direct volunteer contact** with children will need certifications. This includes anyone who has routine contact with children (18 years and younger) in our church. For example, the nursery, Sunday school, kids church, Awana, VBS, youth group etc.

The information below is related to Background Checks/Clearances for:

- PA Child Abuse History Clearance (CY113)
- PA Criminal Record Check (SP4-164)
- Disclosure Statement Application for Volunteers (DSAV)
- FBI Criminal Background Check

STEP 1: PA CHILD ABUSE HISTORY CLEARANCE (20 Min)

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

- Create an Individual Account. You will need a personal email. Once you have created an individual account with your email received your initial password, go back to above site and click "Individual Login" and complete the online application. Be prepared to list your addresses and those who have lived with you dating back to 1975 to the present. Simply follow the instructions. Once you receive your certification via email, print off a copy and provide it to the office.

STEP 2: PA CRIMINAL BACKGROUND CHECK (10 Min)

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

- Click on the yellow icon marked "New Record Check" for volunteers only link.
- Simply follow the instructions. Be sure to print out a copy and provide it to the church office
- Use the below information:

Organization Name: Grace Baptist Church

Phone Number: 570-546-5441

Your First Name and Last Name

Address: 5741 Clarkstown Rd Muncy, PA 17756

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STEP 3: DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS (DSAV)

Read, review, sign and provide it to the church office (the form is attached).

STEP 4: FBI CRIMINAL BACKGROUND CHECK (Required ONLY for those who have moved to PA within the past 10 years)

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is **NOT** required as long as:

- The position the volunteer is applying for is an **unpaid** position; AND
- The volunteer has been a resident of the Commonwealth of Pennsylvania for the **entirety of the previous 10 years.**
- If either of the above is not true of you then proceed to step 4.

Go to www.pa.cogentid.com//index_dpw.htm .

- Follow the online instructions.

Some FAQs:

How often do I need to renew my certifications? Beginning August 25, 2015, all volunteers will be required to obtain certifications every 60 months.

Can I use a child abuse history certification or PSP criminal history I obtained for my volunteer activities for other volunteer activities? Yes, any person who obtained their certifications within the previous 60 months may serve in a volunteer capacity for any program, activity or service.

Is the person responsible for acceptance of volunteers required to keep a copy of my certifications? Yes, pursuant to § 6344.2 (b), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring certifications, shall maintain copies of the required information and require the individual to produce the required documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in § 6344.2 (f) and outlined above. An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required certification before the applicant's hiring commits a misdemeanor of the third degree.

Agencies are reminded that the Child Abuse certification information is confidential and may not be released to other individuals.

Can an agency or organization institute additional standards? Yes, nothing prohibits an organization or person responsible for a program, activity or service from requiring establishing additional standards.

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DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes 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.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(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)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

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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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

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

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____
