

Clearance Procedures for Chippewa United Methodist Church

All persons (Employees age 14* & up, Volunteers age 18 & up) working with children and youth ***in any capacity*** are required to have the following three clearances before beginning employment or volunteer work at CUMC:

1. Federal Criminal History clearance from the FBI*
2. PA Criminal History clearance from the Pennsylvania State Police
3. PA Child Abuse History Clearance from the Department of Human Services

Below is a large amount of important information and instructions. Please read carefully so that you understand how to obtain the required clearances.

FBI Clearances

Employees – All employees of Chippewa United Methodist Church must obtain fingerprint based federal criminal history (FBI) See procedures below

***Volunteers:**

- * If you have been a Pennsylvania resident for the entire previous 10 years you will submit the **Unpaid Volunteer Affidavit**. Get form from requesting Church Department Director. (a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344)
- * If you have not been a Pennsylvania resident for the entire previous 10 years you must obtain the Federal Background Check (FBI)

Procedures for Obtaining FBI Clearance (Employee and Volunteer)

To pre-register online for your FBI clearances please follow the directions outlined below:

1. go to the website: <https://uenroll.identogo.com>
2. If you are a CHURCH VOLUNTEER, enter the code – 1KG6ZJ
3. If you are a CHURCH EMPLOYEE, enter the code - 1KG756
4. Once you enter your code, click on GO
5. Click on Schedule or Manage an Appointment
6. Complete the application process
 - Check NO to the question: Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
7. Once you have completed the online application by clicking on Submit you will need to print out the registration form and take with you to the fingerprint center that you chose on the day and time you scheduled. You will pay at the fingerprint center
8. Payment - The applicant will pay a fee of \$21.35 for Volunteers or \$23.85 for Employees for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.



- **Pennsylvania State Police** – Go to: <https://epatch.pa.gov/home>

CLICK ON NEW RECORD CHECK (VOLUNTER ONLY) Free for volunteers

Employees will click on Submit a New Record Check – Fee is \$22.00

PROCEED WITH ONLINE APPLICATION AND PRINT OUT RESULTS! Make sure you copy down your control number, and the date you processed. You should receive immediate results unless your background is under review. If this is the case your clearance should be processed in ten days.

- **Child Abuse History** - Go to: <https://www.compass.state.pa.us/CWIS>

CLICK ON: CREATE INDIVIDUAL ACCOUNT: this will take you to a Welcome Page, Click on

Next bottom right-hand corner. **PROCEED WITH ONLINE APPLICATION** that is a multi-step

process. You will need an email address. You will create an account and then log back in

with your username and password to complete the application. You will not receive

immediate results. You will need to keep a check on your email for notification of processed

clearances. **PRINT your confirmation page!**

Volunteers (volunteer having direct volunteer contact with children) free once every 57 months

Employees (non-volunteer) Fee is \$10.00

Once you have the results from all three background checks show the original documents to the Director of the ministry in which you want to volunteer. A copy must be made of each document and kept on file at CUMC.