

**Child Protection Clearance**  
 Pennsylvania State Law – Act 153

PA- Act 153 requires Child Protection Clearances as follows:

<b>VOLUNTEER Staff (Adults 18+)</b>	<b>YOUTH Staff (ages 14-17)</b>
<ul style="list-style-type: none"> <li>- Pennsylvania State Police Clearance</li> <li>- Pennsylvania Child Abuse Clearance</li> </ul> <p>Must be renewed every 5 years</p> <ul style="list-style-type: none"> <li>- *FBI (fingerprint based) Clearance (only needed if volunteer has not been a resident of PA for 10 consecutive years)</li> </ul> <p style="color: red;">(Code 1KG6ZJ)</p>	<p>Volunteers do not need clearances.</p> <p>Youth being PAID must have:</p> <ul style="list-style-type: none"> <li>- Pennsylvania State Police Clearance</li> <li>- Pennsylvania Child Abuse Clearance</li> <li>- Must sign a statement indicating that he/she has not committed a crime that would exclude him/her from working with children</li> </ul>

There is **no charge for volunteers** to obtain clearances. (In the event that you have not been a resident of PA for 10 consecutive years, the church is willing to cover the cost of fingerprinting.)

### Acquiring Child Protection Clearances:

The following website will guide you through acquiring both your PA State Police and Child Abuse Clearances. Listed on pg 2 are also step-by-step instructions.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

If you have any questions, please do not hesitate to call us.

### Acquiring FBI Fingerprint Clearances

Fingerprinting can be obtained through: Identigo. (<https://www.identigo.com>) Demographic information is listed below. Schedule an appointment online. The cost for fingerprinting will be covered by GCC. For reimbursement, give your receipt to Patty Deiter. **The FBI fingerprint check only needs to be completed one time since establishing PA residency.**

**VOLUNTEER CODE NEEDED FOR PROCESSING FINGERPRINTS: 1KG6ZJ**

Ephrata Public Library  
 550 S Reading Rd  
 Ephrata, PA 17522

Elizabethtown Public Library  
 10 S Market St  
 Elizabethtown, PA 17022

Identigo  
 2703 Willow Street Pk  
 Willow Street, PA 17584

**Copies of your clearances must be on file in the GCC office. Return them to Dylin Bellis.**

#### **STEP-BY-STEP PROCEDURE FOR RECEIVING CHILD ABUSE CLEARANCE**

1. Go to this website: <https://wwwr.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>
2. Click Create Individual Account or if you already have one, click on Individual Login and skip to step 7
3. Click Next
4. Complete all information; click Finish (the Keystone ID you create will become your Username)
5. They will send you a temporary password to the email address you gave; close current browser, retrieve temporary password from your email and open a new browser with same address as in step 1
6. Click on Individual Login
7. Click on Access My Clearances
8. Read then click Continue
9. Type in Username and (Temporary) Password (if you already had an account, skip to step 12 after logging on)
10. Create new Password; click Submit; click Close and this will take you back to the Logon page
11. Logon with your newly created password (keep this information for future use or if you prefer, you may give us your Username and Password and we will put that in your file which is in a locked cabinet).
12. Choose your security option; click Next
13. Check "I have read..."; click Next
14. Click Continue
15. Click Create Clearance Application
16. Click Begin
17. Click Volunteer Having Contact with Children (1<sup>st</sup> option)
18. Volunteer Category – Other
19. Agency Name – Grace Community Church of Willow Street; click Next
20. Complete the information; click Next (entering your SS# is recommended, phone # not necessary)
21. Complete the information; click Next (recommend saying "yes" to mailing a paper certificate)
22. Complete Previous Addresses; click Next
23. Complete Household Members; click Next
24. Click Next
25. E-signature – follow the directions; click Next
26. "No" to Authorization Code; click Next
27. They will email you when the certificate is available to print
28. Logout

#### **STEP-BY-STEP PROCEDURE FOR RECEIVING PA STATE POLICE CLEARANCE**

1. Go to this website: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>
2. Click New Record Check (Volunteers Only)
3. Check "By checking this box I verify..."; then click Accept
4. Complete all required fields; click Next
5. Verify correct information; click Proceed
6. Complete information; click Enter this Request
7. Click Finished button at bottom of page
8. Click Submit
9. Click on your Control #
10. Click on Certification Form; then Print