



OFFICE FOR CHILD AND YOUTH PROTECTION

ARCHDIOCESE OF
PHILADELPHIA

Safe Environment Requirements – Volunteers

Volunteers who may have any possible contact with children must also obtain background checks. All background checks and clearances must be obtained **prior** to beginning work/service. Minors under the age of 18 who are volunteering are NOT required to obtain background checks.

Background Check and Clearance Requirements as follows:

All three clearances and/or forms must be renewed every 5 years (60 months).

1. Federal Fingerprint Background Check (FBI) <https://uenroll.identogo.com>
 - *If not Pennsylvania resident for 10 continuous years*

The following are service codes needed to register for all current and/or prospective **parish/school volunteers:**

1KG6Y3 is the code for (PDE) Pennsylvania Department of Education/School Volunteers
1KG6ZJ for Parish Volunteers

OR

2. Disclosure Statement Application for Volunteers
 - *If Pennsylvania resident for 10 continuous years*
3. Pennsylvania State Police Criminal Background Check
<https://epatch.state.pa.us/Home.jsp>
4. Pennsylvania Child Abuse History Clearance
<https://www.compass.state.pa.us/CWIS>

Provisional Volunteers:

- No provisional status for Pennsylvania residents
- Volunteers who reside in another state or country may serve on a provisional basis for no more than 30 days while the Pennsylvania State Police, the Department of Public Welfare, and/or the FBI are processing the background checks, so long as they provide clearances from their state or country of residence.

Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must complete the following training:

1. Safe Environment Part I: Protecting God's Children
 - *To register or post-register please go to www.VIRTUS.org*
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
 - *Must be completed on-line through the OCYP website at www.childyouthprotection.org under "Training Institute".*

These training are only for adults.

For more information please visit <https://childyouthprotection.org> or call 215-587-2466.