



Safety at Parker Hill Church

Safety is a top priority at Parker Hill Church, especially when it involves kids and students. Because you are someone who cares greatly about the next generation we know that you will help create the safest possible environment for kids and students at Parker Hill Church.

As a crew member working with kids and students there are additional processes that are mandated by the state of Pennsylvania. These processes, namely a series of background checks, are required for anyone who works with minors. Beginning in 2015, if you are involved with an organization such as your local little league, Boy Scouts, Girl Scouts, or you simply chaperone a function at your child's school, you will be required to have these clearances prior to your involvement.

These clearances include:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services
- A fingerprint based state criminal history **OR** a signed waiver if you have lived in the state of PA continuously for the last 10 years.

If you have had any of these clearances previously completed within the last 36 months for another organization, we can make a copy for our records. Volunteers under 18 years of age do not need to complete these clearances. However, if a volunteer turns 18 while serving with Parker Hill, they will then need to complete these clearances before continuing to serve.

If you have not yet completed these clearances you will find step by step instructions on the following pages.

Thanks for your willingness to invest in the safety of our kids and students. We appreciate your help in making Parker Hill the safest place it can be for kids and students as we steward the story of God to the next generation.

Pennsylvania State Police (PSP) Criminal History Instructions

Go to: <https://epatch.state.pa.us> to complete your criminal history report from PSP.

- Once on the page, please select “new record check” (for volunteers only).
- Enter Parker Hill Community Church as the requesting organization.
Volunteer Organization name: Parker Hill Community Church
Organization Ph. Number: 570-341-8383

First Name: Meghan

Last Name: Willis

Street Address: 933 Scranton-Carbondale Hwy City: Scranton
State: PA

Zip: 18508

Ph. Number: 570-341-8383

- Click “next”
- Enter your information under the record check request form.

If you are entering additional family members who are serving with you, such as a spouse, enter their information above as additional requests.

- Once finished, click “submit”
- Once it processes, click on the “control #” to the left of your name
- Click “view certificate”
- Save this as a PDF and email it to your Parker Hill Church staff contact. Or you may print it and give it to your contact.

Child Abuse History Clearance Instructions

Click the following link to complete your child abuse history clearance.

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

- Create an individual account user ID.
- The system will send you a temporary password. Once you receive that you can login and create a new password. **Please save this information for your records.**
- Once you have created your login and password, return to the original website (<https://www.compass.state.pa.us/cwis/public/home>) and click “Individual Login”
- Click “Access my clearances” and click “continue”. You will be taken to a keystone login screen. Enter your created login and temporary password sent to you by email. You will be directed to create a permanent password. **Save your login and password for your records.**
- Once you have been brought to the main welcome screen, click “create clearance application”.
- Click “begin” at the bottom of the page.
- Under application purpose select “volunteer having contact with children” (the first option at the top of the page). Under volunteer category select other Under agency name please type in “Parker Hill Church”.
- Click “next”.
- Fill in all required information and select “next” at the bottom of each page.
- E-sign your name and click proceed.
- Under application payment select no and click make a payment.
- It could take up to 10 days for your results to come back (though it might take only minutes). You will receive an email when your results are complete.
- Login by clicking the following link and select individual login: <https://www.compass.state.pa.us/cwis/public/home>
- Select “access my clearances” and then select “continue”.
- On the bottom of the page you will see an area that reads “your application has been processed” in a green text box. Click on the box to download a pdf copy of your clearance.
- Save this as a PDF and email it to your Parker Hill Church staff contact. Or you may print it and give it to your contact.

Fingerprint Federal Criminal History Clearance Instructions

- If you have consecutively lived in the state of PA for the past ten years you may fill out the waiver (see page 6) to sign and hand in to your staff contact.

If you do not meet the requirements to sign the attached waiver please continue using the instructions below.

- Once we have received a copy of your personal information sheet (page 5), we will send you a proof of payment via email to go to one of the following locations to get your fingerprints taken. We recommend calling before you go to make sure your chosen location is open.

LACKAWANNA COUNTY

N.E.I.U 19 Archbald

Address: 1200 Line St, Archbald, PA
Phone:(570) 876-9200

The UPS Store Dunmore

Address: 201 S. Blakely St. Dunmore, PA
Phone: (570) 558-6300

Family Financial Centers Scranton

Address: 103 River St. Scranton, PA
Phone: (570) 207-1950

LUZRENE COUNTY

Luzrene Intermediate Unit 18 Kingston

Address: 368 Tioga Ave, Kingston, PA
Phone: (570) 287-9681

Children's Sevices of Wyoming Wilkes-Barre

Address: 133 W. Tioga St. Tunkhannock, PA
Phone: (570) 836-2722

The UPS Store Hazleton

Address: 527 W Broad St., Hazleton, PA
Phone: (570) 455-0994

- The results of the fingerprints should be mailed directly to Parker Hill within 14 business days. Once we receive the results, you will be ready to serve in Family Ministries at Parker Hill Community Church. We look forward to helping you get plugged in to help us partner with families to live the story of God!

Volunteer Personal Information Sheet

All information obtained on this form will be used solely for the purpose of completion State Fingerprint Criminal Record registration. All information will remain confidential.

_____	_____		
First Name	Last Name		
Current address: _____			
_____	_____	_____	_____
Street	City	State	Zip

Social Security Number			

Date of birth			
_____		_____	
City of Birth	State of Birth		
_____		_____	
Country of Citizenship	Race		
_____		_____	
Hair Color	Eye Color		
_____		_____	
Height	Weight		

If you are uncomfortable releasing any of the above information, please alert your staff contact. You have the ability to complete the forms independently. Go to https://pa-aps.3m.com/perlpub/registration_welfare_pci.pl to complete the fingerprinting registration on your own. You will need a keep a copy of your receipt for payments incurred to receive reimbursement for the Fingerprint Clearance.

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during **the entirety of the previous ten year period** from the date of this document;
2. I have **NEVER** been named as the perpetrator of a founded report of child abuse;
3. I have **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Sexual abuse of children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
4. Within the **5 year period** immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above 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 Pennsylvania.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

VOLUNTEER