

VOLUNTEER REQUIREMENTS

Thanks for volunteering to serve in Kids Town, our children's ministry at Newport Church! Here are the steps for you to follow before you begin serving here. Please provide a printed or digital copy of the following to Newport Church, Hannah Shenk, Childrens Ministry Director.

PA State Police Request for Criminal Record Check for
Volunteers: <https://epatch.state.pa.us/Home.jsp>

After applying online, you may need to wait for your request to be processed before you can send us your results. Make a note of: the date you applied online and of your Control Number for reference. You will need this information later to print out your results. You can check the status of your application by going to the website and clicking on the "Check the Status of a Record Check." You will need to enter your control number, your name, and the date you applied online. If your application has not been completed it will say "Request under Review" under the Status. Once you see your Status application has been processed (it will hopefully say No Record) then click on your control number, then click on the blue words that say "Certification Form" link and it will open your actual form. Print, download, or screenshot the actual certification form and send a copy to the church. *Make sure you are printing the certificate and not the receipt. We (Newport Church) do not automatically receive a copy, you will need to provide a copy of your Certification Form to the church.

PA Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>

Your results should be available within 14 days. Remember your log in details, so that you can check back. You will need this information to log in and print your results. We (Newport Church) do not automatically receive a copy, you will need to provide a copy of your background check to the church. *Save your Compass log in information in a safe place, you will need it again as it is a State/government related website.

Both of these checks should be free. If you already have new background checks (for example for your child's school or club), you can just provide a copy of those to us.

If you need help with the application process, I can assist personally. Just let me know.

- Have you lived outside of the state of Pennsylvania in the past 10 years? If Yes, you will also need to provide: a FBI Federal Criminal History Record, if No, you can sign the

document on the last page. (see the second to last page of this document for instructions on how to apply for the FBI background check.)

Complete the online Video Training on Child Abuse Awareness

We will email you a link to watch an online video training on Child Abuse awareness. Following the video material, you will take a brief quiz to show that you have completed viewing all the material. The children's ministry director will be able to see when the video's have been completed and your score. A minimum score of 70% is required and you can repeat the test if desired. The email will come from message@mobilizemyministry.com. If you don't receive it, please check your junk/spam folder, and contact Cheree Shenk to resolve the problem. Thanks!

Fill out a Newport Volunteer Form and hand that it into the church.

If you have questions, please contact: Hannah Shenk hannahs@newportchurch.net
717-725-5062

FBI Federal Criminal History Record

*Required for Volunteers who have lived outside of the state of PA in the past 10 years.

FBI application process tips:

FBI Federal Criminal History Record which requires in person Fingerprinting for which you must make an appointment This is required by the state of PA for anyone who lived outside of the state in the past 10 years. You will have to provide a SERVICE CODE when applying. The service code you provide is for 'Pennsylvania DHS volunteer' and the Code is: **1KG6ZJ**.

These websites describe the process of registering:

- <http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
- <http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
- <https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Pages/default.aspx#:~:text=In%20order%20to%20pre%2Dregister,%2D877%2D371%2D5422.>

Fingerprinting Process • Appointments to be fingerprinted are not required, but **pre-registration** is required either online or by phone (so basically you do need to Register. If you walk in, you usually end up waiting several hours, so I don't recommend walking-in, and highly suggest you pre-register.) To register online, please go to

<https://uenroll.identogo.com/> or by telephone please call 1-844-321-2101 and listen to the options menu. You will have to provide a SERVICE CODE when applying. The service code you provide is for 'Pennsylvania DHS volunteer' and the Code is: **1KG6ZJ**.

- Once registered, you may walk-in during a location's posted hours of operation but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website. It is strongly encouraged that volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

I _____, of _____,
Pennsylvania do hereby swear that I have been a resident of the Commonwealth of
Pennsylvania for the last consecutive ten years, and have not been convicted of any of the
following:

Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory
sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent
assault; indecent assault; indecent exposure; incest; concealing death of a child; endangering
the welfare of children; dealing in infant children; prostitution and related offenses; obscene
and other sexual materials and performances; corruption of minors; sexual abuse of children;
OR the attempt, solicitation or conspiracy to commit any of the above offenses; I also have not
been convicted of any drug or drug related felony in the past five years.

I hereby state that the information above is true, to the best of my knowledge. I also confirm
that the information here is both accurate and complete, and relevant information has not
been omitted.

Signed

Date
