DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

SAFE ENVIRONMENT SCHOOL VOLUNTEER REQUIREMENTS CHECKLIST

All School Volunteers who might have contact with children must have the following:

1. **Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – new volunteers please complete **PATCH** online at: **Pennsylvania Access To Criminal History - Home (state.pa.us)** please click on "New Volunteer Record Check", OR send your completed "Background Authorization Form" to Safe Environment Coordinator.

2. **Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: **https://www.compass.state.pa.us/cwis/public/home** . A free check is available every 57 months. A free payment code is available through your Local Safe Environment Coordinator (LSEC) or your CYO Representative.

3. **Federal Bureau of Investigation Criminal "DHS" Background Fingerprint Check** (18+ years old) (less than one year old, recheck every 5 years) –payment code is available through your Local Safe Environment Coordinator or your CYO Representative. Register for the fingerprint at **https://uenroll.identogo.com** with payment code obtained from Local Safe Environment Coordinator (LSEC). During registration, make an appointment for fingerprint scanning at a nearby public site. Print receipt, take it to the appointment and provide receipt to the LSEC. Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it.

4. **Signed Acknowledgment form for 2022 Diocese of Allentown Sexual Abuse Policy** which can be reviewed at: **http://www.allentowndiocese.org/the-diocese/youth-protection/**

5. **Signed Acknowledgment form for 2022 Diocese of Allentown Code of Conduct Policy which** can be reviewed at: **http://www.allentowndiocese.org/the-diocese/youth-protection/**

6. **Signed Acknowledgment form for 2022 Diocese of Allentown Social Media and Electronic Communications Policy** which can be reviewed at: **http://www.allentowndiocese.org/the-diocese/youth-protection/**

7. **Protecting God's Children** attendance certificate, only needs to be done once, please see attached directions. Print certificate of completion

8. **Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at **www.reportabusepa.pitt.edu**. Please see attached directions. Print certificate of completion.

9. **Acknowledgement Form for Child Protective Services Law (CPSL) Policy.** Review the Diocese of Allentown's Child Protective Services Law Policy (attached) and sign the acknowledgement form.

10. **Signed Background Check Authorization Form,** attached

11. **Motor Vehicle Report – if driving on behalf of a Diocesan location,** please fill out part "C" and "E" of the attached "Request for Driver Information Form". Please mail original to Diocese of Allentown Safe Environment Office, PO Box F, Allentown PA 18105-1538

11. **Nation Sex Offender Registry Check**, must be less than a year old and completed every five years. **https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22.pdf**