

Procedures for Completing Background Check Forms
Updated 2015
Grace Lutheran Church Safe Place Policy

Forms Needed

Paid staff will need to present copies of all three:

- 1) PA State Police Criminal History Check;
- 2) PA Child Abuse Clearance Check; and
- 3) Federal Criminal Background Check.

Volunteers (age 18 and over) will need to present:

- 1) PA State Police Criminal History Check;
- 2) PA Child Abuse Clearance Check; and
- 3) Either a Federal Criminal Background Check

OR an affidavit certifying that they have resided within Pennsylvania for the previous ten consecutive years and have not been arrested for or convicted of any Reportable Offense.

Length of Validity

Each Form is good for three years only and then will need to be resubmitted.

How Much Do the Clearances Cost?

- The Pennsylvania State Police Criminal Record Check costs \$10.
- The Pennsylvania Child Abuse History Clearance costs \$10.
- The Federal Bureau of Investigation (FBI) Criminal Background Check costs \$27.50 through the Department of Human Services.

What if I Completed the Clearances for School or Another Organization?

If you have the forms already, bring them to the office and we will make a copy for our files.

How do I obtain my clearances?

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The federal clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at:

www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

For the Federal Clearance – you will need to register online and for your actual fingerprints, take required ID and go to The UPS Store at 3440 Lehigh Street in Allentown (near the Emmaus side of Perkins at South Mall.)

NOTE: If the cost for any of these clearances is a problem - speak to the pastor and Grace will pay it!

Once you have received the clearance information, bring the forms to church and we will make a copy of each and return the originals to you. The originals should be **RETAINED BY YOU** and may be used for other verifications.

Thank You! This is for the protection of all the children entrusted to our care.

Pastor and Congregation Council