

ST. STANISLAUS PARISH ARCHDIOCESE OF PHILADELPHIA

SAFE ENVIRONMENT FOR VOLUNTEERS

Background Checks and Clearance Requirements

Archdiocesan policy requires that all volunteers 18 and older complete the following clearances prior to service and must be renewed every five years:

1. **Disclosure Statement OR Federal Bureau of Investigation Fingerprint Clearance**
 - a. If you have been a resident of Pennsylvania for 10 continuous years, you must fill out, sign, and return the [Disclosure Statement Application for Volunteers](#).
 - i. Please have a witness to your signature sign on the appropriate line.
 - b. If you have NOT been a resident of Pennsylvania for 10 continuous years you must obtain Federal Bureau of Investigation Fingerprint Clearance.
 - i. Please contact [Safe Environment](#) coordinator at lorio@ststanislaus.com for directions.
2. **Pennsylvania State Police Criminal Check**
 - a. Can be obtained online at epatch.pa.gov/home with results available within a few minutes. Print the certificate.
3. **Pennsylvania Child Abuse History Clearance**
 - a. Must be obtained online at compass.state.pa.us/cwis/public/home. Results will be emailed to you. Print the certificate.
 - b. Keep a record of your ID (known as 'Keystone' ID) and password for renewal to be completed in 5 years.

Training Requirements

Archdiocesan policy requires that all volunteers 18 and older who have **regular contact** with children complete the following prior to service:

- **Part I: Protecting God's Children**, is offered regularly at sites throughout the Archdiocese, or as an online class via Zoom. The training provides basic facts about child sexual abuse and adults' roles in prevention. Register at virtusonline.org. Upon completion of training, please send the following to the Safe Environment Coordinator:
 - The signed "Standards for Ministerial Behavior" acknowledgement you receive at the in-person training site, or is mailed to you upon completion of an online training class.
 - The Attendance Certificate, available at virtusonline.org within a few days of completion of training.
- **Part II: The Mandatory Reporting of Suspected Child Abuse**, is available online at the Archdiocesan Training Institute. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take you approximately one hour to complete. See childyouthprotection.org. Print the certificate.

All documents/certificates can be dropped off, mailed, or emailed to [St. Stanislaus Safe Environment Coordinator](#) at lorio@ststanislaus.com at the Parish Center.