

PRESBYTERY OF NORTHUMBERLAND
REQUIRED PENNSYLVANIA BACKGROUND CHECKS
(Last updated – 2023)

- All pastors and CREs/licensed pastors/lay-pastors must complete all four requirements in order to be on staff in a Presbyterian church in Pennsylvania.
- These checks must be done every five years.
- There are fees associated with these checks. Your church should cover those fees.
- These background checks and training must be done within 90 days after you agree to serve one of our churches in the Presbytery of Northumberland.

What you need:

1. PA Criminal Background Check from the Pennsylvania State Police
2. PA Child Abuse History Clearance from the Department of Human Services (Child Abuse)
3. FBI Fingerprint Check
4. Three-hour Training Video or class for Mandatory Reporter Training (certificate required)

The presbytery office will need copies of your background checks as well as a copy of a certificate stating you have completed the Mandatory Reporter training. You may wait until you have all four before submitting them.

How to Obtain the background checks:

- **State Police**
 - Go to epatch.state.gov – for Pennsylvania Access to Criminal History (PATCH).
 - Go to “submit a New Record Check.” Follow online instructions.
 - When your results have processed, record your control number for future reference.
 - Click on the control number to access your official clearance.
 - ***We have heard that the clearance certificate will not be available again after you view it. Print and save the certificate immediately.***
 - Please submit one copy to your church, one copy to presbytery, keep the original for your records.
 - Fee - \$22.00 (when last checked).
- **Department of Human Services**
 - Go to www.compass.state.pa.us/cwis/public/home.
 - Create an account or log in to an existing account. You will need an email address to create an account.
 - Follow the online instructions. You will receive an email with a temporary password to use with your Keystone ID.
 - In order to log in, click “Access My Clearances” to be directed to log in page. Then, “Create a Clearance Application,”
 - Select “Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children”
 - You will receive an email to confirm your submission and an email once results have processed.
 - Record your e-Clearance ID so you can access your results again. Print and save your certificate.

- Please submit one copy to your church, one copy to presbytery, keep the original for your records.
- Fee - \$13.00 (when last checked)
- **FBI Fingerprint Check**
 - You must preregister either online or by phone.
 - Online – Go to <https://uenroll.identogo.com>. They will ask for a Service Code: enter 1KG738 (We are grouped in with PA Department of Human Services Employees over the age of 14 with contact with children)
 - Telephone – 1-844-321-2101
 - FYI - As of 11/28/17, the state's new supplier of digital fingerprint and electronic federal criminal background check services is IDEMIA. Identogo is the name of the background check system that is currently used by IDEMIA. There is an older name for the company that is floating around and you might hear if you call them.
 - Fingerprint locations are listed on their website and you will set up an appointment during this application process
 - On the day of fingerprinting, please bring your driver's license or another approved state or federal photo ID.
 - You will receive an email to a link to access your Eligibility Letter. According to their website:
 - You must be prepared to download, save, or print the Eligibility Letter when accessing it the first time because you will only be able to access the link once.
 - The email link cannot be reset or re-emailed.
 - After clicking the emailed link, you will have three attempts to correctly answer your Security Question to retrieve your Eligibility Letter.
 - When you receive your clearance, please submit one copy to your church, one copy to presbytery, keep the original for your records.
 - Fee - \$25.25 (when last checked)

Where to go for Mandated Reporter Training

Various places offer the training. Our own presbytery offers the training through our Certified Christian Educator if there is enough interest. However, the most basic way is to take the three-hour on-line training offered by the University of Pittsburgh Child Welfare Resource Center. The web address is:

<https://www.reportabusepa.pitt.edu/>

If you have any questions, please contact:

Rev. Steve Cureton, Executive Presbyter, at (570) 204-2540 or presbynorthep@gmail.com

or

Rev. David Smith, Stated Clerk, at (570) 268-4747 or presbysmith@gmail.com

We will offer Boundary Training Annually

Check the Presbytery newsletter for details.