



CLEARANCES NEEDED FOR DIOCESAN SCHOOL VOLUNTEERS

Effective September 25, 2015 the Diocese of Allentown in response to PA Act 153 has enacted the following requirements regarding clearances for all volunteers of the parish and school. All employees must have:

1. **Act 34 - State Criminal Check** - epatch.state.pa.us When you access this site, scroll down to the Credit Card Users section and click on "Submit a New Record Check." This is the way to get your clearance without delay. This clearance check comes back immediately. The fee is waived for Volunteers. *Please print the email document as your clearance.*

2. **Act 151 - Child Abuse History Clearance Form** - compass.state.pa.us/cwis/public/home If you have difficulty accessing this site, try using a different web browser. Chrome has given some users difficulty, however, Internet Explorer and Firefox seem to work without trouble. This clearance typically has less than a one-week turn-around time; before closing the browser window, check email for submission receipt. The fee is waived for Volunteers. *Please print the email document or copy the document that is mailed to you.*

3. **Act 114 - FBI Fingerprinting** - uenroll/indenogo.com

1. Enter Service Code: **1KG6TR**
2. Pre-enroll and schedule a 10-minute fingerprint appointment in the Commonwealth of Pennsylvania online at <https://uenroll.identogo.com/>

At this time, the closest location to obtain the fingerprints is:

IdentoGO
1382 Hanover Ave
Allentown, PA 18109-2019

Once you have your fingerprints taken you will be given a receipt with your number on it. Please bring that paper to Mrs. Schiller so that she can get a report right away.

Hours: Monday - Friday: 09:00 AM - 12:00 PM & 12:30 PM - 04:30 PM

The Enrollment Center is located within the Allentown Commons Plaza off of Hanover Street.

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Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Please consider submitting all of your clearance information on-line to speed up the process of obtaining them. Paper submission takes more time and may delay the approval process.

4.A signed Acknowledgement form for the Diocesan Sexual Abuse Policy: This document and form are available on the diocesan website at allentowndiocese.org (sign-off form is attached)

5.A signed Acknowledgement form for the Diocesan Code of Conduct: This document and form are available on the diocesan website at allentowndiocese.org (sign-off form is attached)

6.A Protecting God's Children workshop attendance certificate: Locations and times for this workshop are listed on the diocesan website at allentowndiocese.org There is no fee for this workshop but registration is required.

7.A certificate of completion of the Mandated Reporter Training: Log-on to reportabusepa.pitt.edu, register yourself and complete this on-line training. This will take 2-3 hours to complete but does not have to be completed at one time. You can pace yourself and complete in sections. There is no fee required. Print certificate of completion when finished. Occasionally, Mandated Reporter Workshops are offered in the diocese. Check the diocesan website at allentowndiocese.org for listings.