

## **Diocesan Requirement and Procedures obtaining Criminal Records Checks**

### ALL NEW EMPLOYEES/VOLUNTEERS MUST COMPLETE THE DIOCESE OF HARRISBURG, YOUTH PROTECTION PROGRAM DISCLOSURE STATEMENT

All new employees, including any Minors (anyone who is 17 years old or younger) must produce their clearance documents prior to their start date. No employee will be entered on Payroll without the correct clearances. No minor (employee or volunteer) should at any time be placed in charge of a younger minor or be left alone with any younger minor.

Anyone – employee or volunteer involved in overnight trips **MUST** have provided all the necessary clearances **PRIOR** to attending the event.

### **Clearances Required**

#### **School Employees**

Disclosure Statement  
PSP Certificate  
DPW Certificate  
FBI Report

#### **School Contractors/Vendors**

PSP Certificate  
DPW Certificate  
FBI Report

#### **Catholic Charities**

Prospective foster and adoptive parents and adult persons living in those homes  
Child Care Service employees - All Intensive Day Treatment employee  
All Intensive Family Services employee - All Counselors - All Therapists

Disclosure Statement  
PSP Certificate  
DPW Certificate  
FBI Report

\*Individuals aged 14 – 17 and living in a potential foster or adoptive home need only provide the PSP and DPW Certificates.

#### **All Other Employees and All Volunteers**

Disclosure Statement  
PSP Certificate  
DPW Certificate  
FBI report if the person has not lived in PA for at least 2 years, or if the live out of state.

**PLEASE NOTE:** To be compliant with the Diocese of Harrisburg, one must also complete the On-Line-Training.

### **All New School Employees**

All New school employees to your location must provide a PSP, DPW, FBI and disclosure statement that are less than 12 months old. It will no longer be acceptable for school employees to transfer between schools within the diocese and rely on the clearances held by the previous employer.

It will no longer be acceptable for a parish employee to transfer to the school within the same parish without obtaining a complete set of new clearances.

Also, any active volunteer who becomes a school employee will not be permitted to use their existing clearances unless they are less than 12 months old.

### **All New Contractors/Vendors**

It is the responsibility of the School, to determine when contractors/vendors and their employees are required to obtain criminal background records. When new contracts are entered into, any such new contractor/vendor and their employees who have direct contact with children must produce the required State and Federal background checks.

Existing contracts can be renewed without Federal background checks for contractors/vendors and their employees employed prior to April 1, 2007. If an independent contractor/vendor adds any new employee to the work force during the pendency of the contract, State and Federal background checks must be provided prior to the employee being assigned to any work which would bring the employee into direct contact with children

If a new contractor/vendor is hired after April 1, 2007 and necessary State and Federal background checks are provided, the contract can be renewed the following year without again requiring background checks on the same individuals.

Contracts should clearly and expressly designate the responsibility for providing background checks and should note that if an independent contractor/vendor adds any new employee to the work force during the pendency of the contract, State and Federal background checks must be provided prior to the employee being assigned to any work which would bring the employee into direct contact with children.

### **All Other Employees/All Volunteers transferring to a new location within the Diocese**

If you have a new employee/volunteer who has clearances from another location within the Diocese of Harrisburg and the individual has not had any break in service, (the end of one school year to the beginning of the next school year is not considered a break in service) then you will need:

- A) To have the transferee complete a new Diocese of Harrisburg Youth Protection Program, Disclosure Statement. This must be forwarded to the Diocese along with the advice of transfer.
- B) To view all of their clearance documents.

**As the new location, you must verify with the Diocese that there has been no break in service.**

Where there has been a break in service then you will need:

- A) To have the transferee complete a new Diocese of Harrisburg Youth Protection Program, Disclosure Statement
- B) To view all of their **clearance documents, they must be less than 12 months old.**

**Should the clearances be more than 12 months old, then new clearances must be obtained before they commence service. The individual will be treated in the same way as a new employee/volunteer.**

### **Guidance on obtaining the Disclosure Statement**

Please read and sign the front of the disclosure statement and then complete **all** the details required on the back of the form.

Please use the Latest version of the form which can be location on the Diocesan website:  
[www.hbgdiocese.org](http://www.hbgdiocese.org)

Click on Youth Protection

Click on Information and Procedures

Click on Forms for Criminal Record Checks

Click on Employee/Volunteer Information and Disclosure Statement

### **Federal Bureau of Investigation Report (FBI)**

#### **Schools (Employees – Contractors/Vendors)**

- 1) If an individual is to be employed or work **at a SCHOOL** they must get a FBI background check via Cogent Systems, Select: Pennsylvania **Department of Education.**
- 2) Summer Hires (**Minors only**) who will have no direct contact with children do not require an FBI background check.

### **Catholic Charities**

- 1) Prospective foster and adoptive parent applicants and adult persons living in those homes
  - a. All Paradise School employees
  - b. All Intensive Day Treatment employees
  - c. All Intensive Family Services employees
  - d. All Counselors
  - e. All Therapistsare required to obtain their background check via Cogent Systems, Select: PA Pennsylvania - **Department of Public Welfare (DPW).**

## All Other Employees

For all Other employees and all volunteers who have not lived in PA for the last 2 years or are an out of state resident, they are required to get a FBI background check via Cogent Systems, Select: PA Pennsylvania - **Department of Public Welfare (DPW)**.

## OUT-OF-STATE RESIDENTS

If a person lives **out-of-state** and is applying for the DPW (Pennsylvania Child Abuse History Clearance) a copy of the FBI report and a copy of the PSP (Pennsylvania State Police certificate) must be attached to the PA Child Abuse History Clearance application when sending to the Department of Public Welfare (DPW), in order for them to process the Childline clearance.

## How to apply for and obtain a FBI report through Cogent Systems

To acquire a FBI report – You must **first register** with COGENT Systems prior to going for fingerprints. This can be done 7 days per week 24 hours a day @ <https://www.pa.cogentid.com/> or by phone Monday thru Friday 8AM to 6PM EST @ 1-888-439-2486.

You can locate the nearest location to be fingerprinted to you by selecting – Print Location & Hours.

**School Employees/Contractors/Vendors** – when applying for FBI – Select: Department of Education  
All that is needed after you have been fingerprinted is the Registration No. for the Diocese of Harrisburg to pull the report in one to two days.

**All Other Employees** – when applying for FBI  
**Select:** PA Pennsylvania - Department of Public Welfare

Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. Complete processing of their results should take no longer than 4 to 6 weeks. If the applicant does not receive their results from the Department of Public Welfare in this time frame, please contact 717-783-6211.

**All Volunteers who require FBI**  
**Select:** Pa Pennsylvania – Department of Public Welfare (DPW)

Under Registration: **Select:** Register on line  
Enter all required fields as indicated

Reason for fingerprinting: **Select:** Employment with a significant likelihood of regular contact with children.

**Click** – Next - Verify all information as being correct  
**Click** - Next - Here you are to enter your credit card information  
After reviewing all information as correct

**Click** - Pay

The FEE is \$36.00 for fingerprint services – payments can be made on line using credit card or debit card or at site with a money order or cashiers check ONLY made payable to COGENT SYSTEMS.

**NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**

**Please Note:**

We can not accept a FBI report through the Department of Public Welfare for a School employee.

Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. Complete processing of their results should take no longer than 4 to 6 weeks. If the applicant does not receive their results from the Department of Public Welfare in this time frame, please contact 717-783-6211.

**TO ACCESS PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH)**

<https://epatch.state.pa.us>

Click on Record Check

Click on New Record Check

Click on Accept

Here you are going to enter your personal information:  
The lines indicated with an asterisk is a must complete line.

Select Reason for Request: DPW – Volunteer Work – Employment \*

Enter First Name: \*

Enter Middle Name:

Enter Last Name: \*

Enter Address Line 1: \*

Enter Address Line 2:

Enter City: \*

Enter State: \*

Enter Zip: \*

Select Country: \*

Enter email addr:

Enter Phone Number: \*

Enter Fax Number:

**Click – Next**

Complete the Record Check Request form

Enter First Name: \*

Enter Middle Name:

Enter Last Name: \*

Enter Social Security #: (xxx-xx-xxxx)

Enter Date of Birth (mm/dd/yyyy): \*

Enter Sex:

Enter any aliases or maiden name

Verify information as correct – Spelling – SSN – Date of Birth

Correct information

Review information – When satisfied information is correct

Click on **Submit**

Credit Card Information

Enter: First Name of cardholder

Enter: Last Name of cardholder

Enter: Address of cardholder

Enter: City of cardholder

Select: State

Enter: Zip

Select: Country

Click on Credit Card Type

Enter Card number

Enter Expiration Date:

Click Submit:

Check Status – if it indicates **No Record**

Click on the **Control #** (Rxxxxxxx)

Click on **Certification Form**

Click on **Print** - (suggestion – **print 3 copies**)

Check Status – if it indicates **Request Under Review**

**Write the Control # for reference.** This does not indicate that you have a record – it does indicate that the PA State Police want to verify your name and SS#. You will receive in the mail a copy of your PSP, indicating No Record or Record. If you have a record – this will accompany the Certificate.

----- **You should receive your report within 2/4 weeks** -----

## **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE, application**

Please use the Latest version of the form which can be location on the Diocesan website:

[www.hbgdiocese.org](http://www.hbgdiocese.org)

Click on Youth Protection

Click on Information and Procedures

Click on Forms for Criminal Record Checks

Click on Pa. Child Abuse History Clearance

A copy of the **PSP Certificate** is to be attached to the **Pennsylvania Child Abuse History Clearance** application along with – **Money Order** (only) for \$10.00 – To: **Department of Public Welfare**

**P.O. Box 8170**

**Harrisburg, PA 17105-8170**

SIGN THE FORM

(Revised: 07/14/10)