**Safe Sanctuaries Clearances and Training Process**

**Updated: January 2018**

**\_\_\_ 1. Go to CUMC website (carlislepaumc.org/safesanc)**

**\_\_\_ 2. Read the Safe Sanctuaries Policy and sign the Participation Covenant**

**\_\_\_3. PA State Police Background Check (Use Volunteer Clearances Button)**

* 1. Print 2 copies of the ***certification form*** (you should see the state seal in the background)
	2. One copy is for your records, the other should be handed in.

**a. Department of Human Services** Create a log-in and password for the system

* 1. Complete the VOLUNTEER clearance
	2. Once the system processes your information, you will receive a link to print out the results. It may take up to 14 days to process. Print 2 copies of the ***certification form***.
	3. One copy is for your records, the other should be handed in.

\_\_\_\_4**. Complete Affidavit OR FBI Criminal History**

1. **Affidavit:**
	1. If you have lived in PA for 10 consecutive years, you may affirm that you have not committed any of the crimes listed on the form.
	2. The form must be notarized. Johanna Kapura, church secretary, is a notary. Please come in during church office hours to have her notarize this. (M-F 9am – 4pm)
2. **FBI Criminal History: Cost $22.60**
	* 1. If you have lived outside the state in the last 10 years, you must complete this

 step

* + 1. Go to www.identogo.com
		2. Click on “Get Fingerprinted” Enter your state.
		3. Click on “Digital Fingerprinting” Enter Service Code: **1KG756**
		4. Schedule an appointment. Closest center is Bosler Public Library, Carlisle (across

 from our parking lot)

* + 1. Cost due at scheduling $22.60
		2. The report will come in the mail – Original must be reviewed by church for

 verification of authenticity, and a copy is made. You will receive your original

 back for your own records.

\_\_\_\_5. **Online training/quiz**

1. Three part video series on CUMC Safe Sanctuaries Website
	1. Part 1: Safe Sanctuaries Policy (13:07)
	2. Part 2: Definitions (22:19)
	3. Part 3: Reporting and After (22:15)
2. Online Quiz – Answer 7 of 10 questions correct to pass; answer will automatically be submitted to the church office and a staff member will reply to you within a week.

\_\_\_\_ 6. **Submit all reports/certificates and receipt for FBI clearance (if applicable) to CUMC staff person in charge of your ministry.**