**Safe Sanctuary Instructions: First Church of God of New Cumberland**

1. Read our Safe Sanctuaries Policy

(The four highlighted items below need to be returned to the pastor.)

2. Complete our Church Volunteer Application, return it to pastor. (It is the last page of our policy.)

3. Obtain a PA State Police Clearances certificate, return it to pastor

Online: https://epatch.state.pa.us Click the yellow box, **“New Record Check”** Volunteer

Or complete paper form and return it to the pastor

4. Obtain a Child Abuse Clearances certificate, return it to pastor

Online: Follow instructions on back of this page

Or complete paper form and return it to the pastor

5. Read the Mandated Reporter FAQ sheets, and verify that you have lived in Pennsylvania for the past ten years by completing the Mandated Reporter/PA Resident form, return it to pastor

**If you have NOT lived in PA for the past 10 years**: Obtain FBI clearances certificate, return it to pastor. See Instructions Below.

6. Complete Safe Sanctuary training.

**If you have NOT lived in PA for the past 10 years, or if you are a church employee you need** **FBI Federal Criminal History (fingerprinting) Check.**

**Procedure: Register with Cogent Systems:** (online application takes about 10 minutes and you’ll need to print the registration form at the end)

Online: [www.pa.cogentid.com](http://www.pa.cogentid.com). Select “Dept. of Human Services”, then under REGISTRATION, click “Register Online” Or by phone: 1-888-439-2486 Mon -Fri, 8 am - 6 pm.

The applicant will pay a fee of $25.75 for the fingerprint service, submit a receipt to the pastor for reimbursement. Payment can be made at the cogent website using a credit or debit card. Money order or cashier check payable to 3M Cogent will be accepted on site. No Cash or personal checks.

The fingerprint site is the UPS Store #0698, 4900 Carlisle Pike, Mechanicsburg, PA 17050. Additional sites and information are available on the website (www.pa.cogentid.com). No appointment is necessary, but check their website for specific hours. You will need a valid Pennsylvania picture driver's license at the site.

**Instruction for obtaining *Child Abuse Clearance* Online:**

You should have the following information available to help you complete your application. If you completed this in paper form, there may be a copy locked in your file, see Pastor Charlie:

* Addresses where you have previously lived since 1975
* Names of all individuals with whom you lived to include parents, guardians, siblings, spouses, etc.
* Any previous names you have used or have been known by

Go to this website: <https://www.compass.state.pa.us/cwis/public/home>

Click: Create Individual Account

NEXT (Bottom Right)

Fill in all the blanks – Remember your Keystone ID FINISH

Close window. Get your password from the email they sent (check your Spam folder)

Open this again: <https://www.compass.state.pa.us/cwis/public/home>

Individual Login Access My Clearances Continue (bottom right)

Enter (create) your Keystone ID and Password (remember or write them down)

Login Select method Select private or public device

Enter new password, Submit

Close window

Login again with username and new password

Click, “I have read . . . .” NEXT (bottom right)

Continue (bottom right)

Create Clearance Application BEGIN (bottom right)

Click Volunteer. Volunteer Category: OTHER

Agency Name: First Church of God New Cumberland

Next (bottom right)

On each page: Enter info, then NEXT (bottom right)

Click “Add Address” or “Add Household Members” for each location or person

Click “Application Summary” on bottom right

eSignature page: click, “I hereby certify. . .” Enter your first and last name. Next

Did the organization you are volunteering with . . . authorization code? Click NO

Submit Application

Print a copy or give the original to Pastor Charlie