

PennDel Royal Ranger Child Worker Clearance Policy

The Dept of Human Services in Pennsylvania require clearances for Royal Ranger leaders or any other adults (18 and older – volunteer, parent, etc.) coming to a Royal Ranger event in PA when children (under 18) are present. Out of state leaders must have up to date clearances required by their state. The clearance forms should be obtained and remain at the church, in perpetuity, in case they need to be referred to in the future. PDRR will not collect forms but will require a Recommendation Form for each event. The form includes a signature by the Pastoral staff that the clearance forms are up to date and being retained at the church. The recommendation form will normally be found in the packet and must be filled out and collected for each event at the section, division, or district level. If an out of state volunteer will serve more than 30 days per calendar year in PA, they must get PA clearances.

The church name and leader name can be typed in and copies made so only the event, date and check offs and sign off by pastoral staff need to be filled in. The form is the 2nd page of this document.

Instructions to get PA clearances:

Clearances must be updated every 5 years for all leaders.

If a person lives in PA for 10 years or more continuously, they need to obtain the first and second form and can fill out the fourth form which is an affidavit that they have lived in Pennsylvania continuously for 10 or more years.

1. <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

Free for volunteers. Can be done by individual or church. Use the above link and follow instructions. Individual or church must create an account.

2. <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>

Free for volunteers. Fill out the information and the check will take place after you submit and it can be printed out. Can be done by church if all of your information is provided to them.

3. <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

FBI Check - - if not a resident in Pennsylvania continuously for 10 years or more, each person will need to use an IdentoGo or a Sheriffs Office to go and get finger printing.

- a. Register online: [IdentoGO](#) or by phone 844-321-2101. To get an agent for help, press 6. The service code is **1KG6ZJ** (volunteering in PA)
- b. PA resident – select “Schedule or Manage Appointment” and follow directions. Bring picture ID with correct name - -drivers’ license, passport, state ID card (need at least 1 form of valid ID)

Find a location [IdentoGO Centers are the United States’ leader in identity solutions. | Identogo](#)

The IdentoGo cost as of March 2022 was \$22.60 for FBI check for volunteers.

4. <https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Employment.docx>

This is the affidavit that should be filled out in place of an FBI check - - if you have been a Pennsylvania resident continuously for 10 or more years.