

PENNDel VOLUNTEER CLEARANCE PROCESS

Churches Recruit & Screen → Volunteers Complete Clearances → PennDel Collects Documents

1 Church Recruitment & Screening

- Recruit volunteers
- Interview and screen volunteers using your church's own routine process. (Sample screening tools can be provided at church's request.)

2 Required Pennsylvania Clearances (For each clearance below, click the link, and follow the instructions provided.)

• PA Child Abuse History Clearance (ChildLine)

- <https://www.compass.state.pa.us/cwis/public/home>
- Click on **Create Individual Account** and set up a Keystone ID.
 - Save your Keystone ID and password.
- Complete the application and note the date you applied.
- A confirmation email will be sent once results are posted. **Please check SPAM or JUNK folder.**
- Use your Keystone ID, password, and application date to log in.
- Click "Certificate" to download and save your certificate.

• PA Criminal History Check (ePATCH)

- <https://epatch.pa.gov/home>
- Click on new volunteer record check and agree to the terms.
- Enter your church information, then complete personal information.
- Save your Control Number, full name (must match), and date of request.
 - Print the page or write the information down and keep it in a safe place.
- When your results are ready, click the blue Control Number to view your results.
- Download and save the digital certificate.

• Disclosure Statement—For those who have been a resident of PA for the last consecutive 10 years

- <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>
- Scroll down to disclosure statement. Click on link to open form.
- Print out the form and sign.

OR

• FBI Fingerprint Clearance for those who have lived outside of PA in the last 10 years

<https://www.identogo.com>

- Register with IDEMIA to be fingerprinted at an Identogo location
- When scheduling your appointment, enter the service code: 1KG6ZJ (volunteer service).
- Complete fingerprinting at your selected Identogo site.
- Download and save your FBI clearance certificate when available.
- **NOTE:** This clearance is **NOT** free.
- **Reminder: Clearances are valid for five (5) years.**
- **Anyone who has not completed the required clearances should not be working with children or youth.**

3 Submit Clearances (All 3 Documents)

- Email digital copies to: Clearances@Penndel.org.
- Any questions should be directed to Johnna Whitcraft at JWhitcraft@Penndel.org or (717)795-5921.
- File Naming Requirements
 - All clearances documents must be saved using the following format:
 - Lastname_Firstname_YYMM_Type of Clearance
 - Year and month should be indicative of the date clearances were completed
 - Example: Whitcraft_Johnna_2601_EP (this indicates that the clearance is the ePATCH which was completed in January of 2026)
 - Clearance abbreviations: ChildLine = CL; ePATCH = EP; Disclosure Statement = DS; FBI Fingerprint Clearances = FP

ADDITIONAL RESOURCES

Recommended Training

- Recognizing & Reporting Child Abuse
 - <https://www.reportabusepa.pitt.edu/>
 - 60-90 minutes (can be paused and returned to later)
 - Save certificate and keep for your personal records.

Who is a Mandated Reporter?

- In Pennsylvania, individuals who serve with children and/or youth in any paid or unpaid role are considered mandated reporters. This includes all individuals required to submit clearances through the PennDel Ministry Network who serve in any role involving children and/or youth. These individuals are mandated reporters under state law.
- This includes but is not limited to:
 - Lead Pastors
 - Associate Pastors
 - Youth Pastors
 - Children's Pastors
 - Any other Pastors on Staff
 - Youth Volunteers
 - Children's Ministry Volunteers
 - Girls Ministry Leaders
 - Girls Ministry Volunteers
 - Boys Ministry Leaders
 - Boys Ministry Volunteers
 - Nursery Volunteers
 - Any other individual(s) serving or volunteering in ANY capacity with children and youth
- Mandated reporters are legally required to make an immediate report when they have **reasonable cause** to suspect that a child is a victim of abuse or neglect.
 - You do not need proof
 - You do not need certainty
 - You should **NOT** investigate or attempt to verify abuse
- For additional guidance on mandated reporter responsibilities in Pennsylvania, please refer to the Pennsylvania Department of Human Service website:
 - <https://www.pa.gov/services/dhs/report-child-abuse-or-neglect-as-a-mandated-reporter>

Protocol for Reporting Suspected Abuse

If a child is in immediate danger, call 911 immediately!

- For non-emergency situations, reports of suspected child abuse or neglect can be made through ChildLine using one of the following options:
 - ChildLine (24/7) Hotline: 1-800-932-0313
 - Online Reporting: <https://www.compass.state.pa.us/cwis>
- Reports can be made anonymously. Individuals who report suspected abuse in good faith are protected under Pennsylvania law.