YOUTH PROTECTION VOLUNTEER CLEARANCE PROCEDURES

Completed paperwork must be submitted 30 days PRIOR to an event

Step #1

PA State Police Criminal Background Check - https://epatch.state.pa.us/Home.jsp
Complete online & pay w/ a credit card. Print a copy of the results that include the control #. Make a 2nd copy of the results.

Step #2

PA Dept. of Public Welfare Disclosure -
http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
$10 fee (only a money order will be accepted as form of payment.)
Note: Only PSP clearances that have been issued less than 12 months prior to submitting them will be accepted.
Fill out the CY113 form, include a copy of the PSP Criminal Background Check form (from Step #1 above) and the $10 money order & submit to the PA Dept. of Public Welfare

- If you take these forms & payment directly into the Public Welfare Office, you will receive your DPW clearance paperwork immediately & walk out w/ the required document.

  5 Magnolia Drive
  Hillcrest Building #53
  Harrisburg PA 17110
  (The old state hospital grounds)
- If you mail it in, it takes 6-8 weeks.

You will receive a certificate from the DPW displaying your DPW clearance status. It is a manila colored form. Our Parish Office requires this original paper. We cannot accept a copy.

Step #3

Diocese of Harrisburg Disclosure Form - http://www.hbgdiocese.org/wp-content/uploads/2014/02/Employee-Volunteer-Information-Disclosure-Statement-2-12-2.pdf
Read, complete both pages & sign.

Step #4

Diocese of Harrisburg Online Video Training Course - https://safeyouth.hbgdiocese.org/
Watch video and complete the test. Print a copy of the e-mail you receive once completed.
Make sure your name is on the e-mail results w/ your test grade.

Step #5

Make a copy of every completed document for your records. Bring all original paperwork to the Parish or School Office for submission.