

August 24, 2009

## DIOCESAN CLEARANCE REQUIREMENTS FOR VOLUNTEERS

Thank you for taking the time to volunteer at St. Bonaventure School. As you may already know, the Diocese of Pittsburgh has issued mandatory requirements for **anyone who will be having regular contact with children** (this includes homeroom parents, playground monitors, mystery readers, chaperones, coaches, etc.). The Diocese continues to take steps to keep our children as safe as possible and to keep adults informed and aware. These clearances may seem like a lot of work, but once completed, they will be kept on file in the office and you'll be ready to go for any volunteer position you wish to undertake. Also, you will be assured that anyone working with your children has proper clearances. If you have completed these items previously, you are *not* required to do so again.

1. **PA State Police Request for Criminal Record Check** (attached)
2. **PA Child Abuse History Clearance** (attached)
3. **Diocesan Database** (online registration about 1/2 hour)
4. **Protecting God's Children class** (3 hour class with online follow-up)

### **No. 1 - PA State Police Criminal Check**

-This application may be done very quickly online at [www.psp.state.pa.us](http://www.psp.state.pa.us) by clicking on "submit a new record." This method requires the use of a **credit card for the \$10 fee**. Once complete, **YOU MUST PRINT YOUR CRIMINAL CLEARANCE CERTIFICATE**.

- **You must include a copy of this Criminal Clearance Certificate when you process Form 2 - PA Child Abuse Clearance** (keep the original for yourself).

**OR**

-Print the form at [www.psp.state.pa.us](http://www.psp.state.pa.us). Complete Part I of the form (you are the requester) and mail with a **\$10 MONEY ORDER payable to "Commonwealth of PA" (no personal checks accepted)**, to Pennsylvania State Police, Central Repository 164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758. Once the criminal check is complete, the PA State Police will mail a Criminal Clearance Certificate to you.

### **No. 2 - PA Child Abuse History Clearance**

**This form can only be done by mail, as it requires a copy of your Criminal Clearance Certificate.** The form and more complete instructions are available at [www.dpw.state.pa.us](http://www.dpw.state.pa.us). Click on the "Child Abuse Prevention" block in center of page, then click "PA Child Abuse History Clearance Forms" on left, next click "PA Child Abuse History Clearance Form (CY-113)."

- Complete only Section I of this form. Under "Purpose of Clearance," check the "Volunteers" box.

**Attach a copy of your Criminal Clearance Certificate and a \$10 MONEY ORDER payable to Dept. Of Public Welfare (no personal checks accepted)**, and mail to Childline and Abuse Registry, Department of Public Welfare, P. O. Box 8170, Harrisburg, PA 17105-8170.

Once processed, you will receive a PA Child Abuse History Clearance Certificate by mail, which may take several weeks.

### **No. 3 - Diocesan Database**

It is a good idea to have previous addresses and employment history available before beginning. The application is laid out in several sections, please be sure to save your information after completing each section.

1. Log on to [www.diopitt.org](http://www.diopitt.org).
2. Click on "Diocese of Pittsburgh Database Application" box.
3. Follow instructions: "If you do not have a user id and password, please [click here](#) to register."

clearform.doc

4. You are now at the “New User Registration” screen and all fields will require entry except for the email address.
5. In the “Primary Site” field, select **St. Bonaventure School**. In “Type of Application” check **volunteer**. The “User ID” field requires you to enter your own password for access to your application (bottom of screen explains field requirements). The “Password” field is similar, and you will be asked to enter it twice.
6. This will take you to the “Access Code” field, where you will enter the Diocesan password **protect**.
7. In the fields for your name, enter it as it appears on your driver’s license. Enter your date of birth in the mm/dd/yyyy format - you will enter this twice.
8. Write down your User ID and Password for future reference and click the “Register” box. You should receive a message that you were successful.
10. At the Login Page, enter your User ID and Password and click “Login” box. This will take you to the “Application Screen” where you will complete your application. This is set up in different sections, please be sure to save your information at the end of each section.

#### **No. 4 - Protecting God’s Children Class**

This is an informative, 3-hour class given at various times and parishes. You may find a complete list of classes at [www.virtus.org](http://www.virtus.org). Click on the “Help” box, then click “List of Upcoming Classes”; scroll down and click “Pittsburgh PA Diocese.” This site will have complete address and phone information for all locations. There is no charge for this class, but you should call the administrator listed to register.

I truly appreciate the time you take to complete these clearances. **Copies of all certificates should be turned in to Mrs. Gigler, School Secretary; she will maintain a file in the office.** It would be most helpful to wait until you have all of your certificates and turn them in together (a PA Criminal Check Clearance, a Child Abuse History Clearance, and a signed certificate from the Administrator of the Protecting God’s Children class). There is no certificate for the Database, it will be updated upon completion. All originals should be kept for your personal records. I can be reached 412-635-8069 or [lisaurch@verizon.net](mailto:lisaurch@verizon.net) if I can be of any help.

Lisa Urich