



Langhorne United Methodist Church

Children's Ministries, including VBS and Sunday School

Instructions for Adult Volunteer Background Checks

Thank you for serving in the ministry of Langhorne UMC. It's our goal to maintain a safe and healthy environment for all participants whether child or staff. **Pennsylvania Law** requires background checks on all adults (volunteer or paid) working with children and youth.

The following three background checks are required to serve:

- PA State Police Criminal Record Check (Form SP 4-164A) Background check fees for volunteers are waived one time within a 5-year period, otherwise it costs \$22.
- Child Abuse History Certification (DPW) (Form CY-113) Background check fees for volunteers are waived one time within a 5-year period, otherwise it costs \$8.
- FBI Background Check – Fingerprinting (Federal Criminal History Record) Cost is \$23.

UNLESS... you are a continuous resident of Pennsylvania for the past 10 years.

AND... affirm in writing ([FBI Fingerprint Wavier](#)) that you are not disqualified from service based upon a conviction of an offense under §6344 that prohibits service with children.

THEN... you do not need to be fingerprinted, just submit the Wavier to the church office.

NOTE: Background checks must be dated **within 5 years** of your date of service date & on file at the church office.

If you already have current (*issued within the last 5 years*) background checks from your place of work, you may submit copies to the church office instead of applying for new background checks.

1. PA State Police Criminal Record Check - Obtain online at the PA State Police Website: (<https://epatch.state.pa.us/Home.jsp>). Click the "New Record Check (Volunteers Only)." After receiving your results, remember to click on the Control Number and print the "Certification" page.

2. Child Abuse History Certification - Obtain online at the PA Child Welfare Portal: (<https://www.compass.state.pa.us/CWIS>). You will need to create an online account. You'll receive an email saying certification is being reviewed. You'll receive a 2nd email saying it is complete with a link to click to print the certificate.

3. FBI Background Check (fingerprinting) – The Pennsylvania Department of Human Services utilizes IndentoGo by IDEMIA to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process.

Appointments to be fingerprinted are not required, but **pre-registration** is required. Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times.

In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website (<https://www.identogo.com>) for a service location and hours.

IDEMIA uses service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency.

Under "Enter your Service Code to get started," volunteers enter **1KG6ZJ**. You will be taken to a form where you can fill out your information. Once your information is submitted, you will be taken to an appointment scheduling page. You will receive your certification in a few weeks by mail.

Thank you for your willingness to serve as a volunteer! We appreciate your time, talent and generous gift of covering the cost of your background checks which saves Langhorne UMC ministry funds. If you have any questions, please contact Bill Bryan office: 215-757-4984, email: bill@langhornechurch.org.