

DIOCESE OF ALLENTOWN
Background Check Processing Procedures
June 2018

The Diocese of Allentown's Background Check policy, effective October 1, 2004, revised November 2012, revised September 25, 2015, requires the following criminal background checks for all Diocesan, Parish and School employees: Pennsylvania State Police Criminal Record check, Pennsylvania Child Abuse certificate, and Federal Bureau of Investigation Criminal Background Fingerprint check. The Commonwealth of Pennsylvania requires that these three background checks must be repeated every five (5) years.

All volunteers of a child care service, school or program, activity or service, responsible for a child's welfare or volunteers having direct contact with children, also require the following criminal background checks: Pennsylvania State Police Criminal Record check, Pennsylvania Child Abuse certificate, and Federal Bureau of Investigation Criminal Background Fingerprint check

The vendor for the processing of the Federal Bureau of Investigation Criminal Background fingerprint check in the Commonwealth of Pennsylvania changed in November 2017; therefore, the diocesan process had to change. First, following is a description of the different types of requirements for different people in the Diocese.

Potential New School Hires – Per Commonwealth of Pennsylvania law, all potential school employees must provide all three of their background check clearances at the time of their interview. These are to be completed for employment purposes, and presented within a year of the date of the check.

School Employee Rechecks – Every five years, as required by the Commonwealth of Pennsylvania, school employees will need to have new background checks run. The Diocese will provide for the payment of the recheck clearances and the individual will need to provide the appropriate and up-to-date certificates and/or forms. Individuals have the option to provide the three clearances at their own cost and provide us the copies of the results.

Parish Employees – Employees of the parishes within the Diocese of Allentown, new or during a recertification process, will need to have background checks run. The Diocese will provide for the payment of the recheck clearances and the individual will need to provide the appropriate and up-to-date certificates and/or forms. Individuals have the option to provide the three clearances at their own cost and provide the copies of the results.

Volunteers – All volunteers, as defined above, are required to go through the background check process. Volunteers must provide their own Pa. State Police Criminal check certificate and Pa. Child Abuse History Clearance Certificate. These are free for the volunteers and should not be difficult to obtain. The Diocese will pay for their Federal Bureau of Investigation Criminal fingerprint check unless the volunteer can provide their certificate or receipt used for another purpose. Individuals have the option to pay and provide a copy of the certificates.

[Note: Local Safe Environment Coordinator to Obtain Payment Codes](#)

The Local Safe Environment Coordinator will need to request payment codes from the Diocese of Allentown Background Check Office for the FBI Criminal Background Check processing, based on the four request codes that will be used by the Diocese for processing. The four service codes for use are:

1. **POTENTIAL SCHOOL EMPLOYEE or PARISH EMPLOYEE INVOLVED WITH CHILDREN** - use the service code **"1KG6TR"** for **non-public schools**.
2. **SCHOOL OR PARISH VOLUNTEER** participating in **activities that are child centered** (PREP/CCD, CYO, Youth Groups and Choirs, Boy Scouts, etc.) - use service code **"1KG6Y3"** for **PDE Volunteer**.
3. **PARISH EMPLOYEE** - use service code **"1KG756"** meant for **Employees 14 years or older having contact with children**.
4. **PARISH VOLUNTEERS** having **minimal contact with children** - use the code **"1KG6ZJ"** for **DHS Volunteer**.

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[Paperwork provided to the individuals by the Local Safe Environment Coordinator](#)

A new employee for the Parish or School or a new volunteer as defined above should be presented with a packet of paperwork, described as follows, based on their position:

Employees, except School Employees unless for a recheck:

1. Diocese of Allentown Employee/Volunteer Background Check Authorization Form –for use to add information to the database AND for the Diocese to run and pay for the Pa. State Police Criminal Check.
2. Instructions to obtain a FBI Criminal Background fingerprint Check [with a payment code](#)
3. Instructions to obtain a Pennsylvania Child Abuse Clearance Check [with a payment code](#)

Volunteers, as defined above:

1. Diocese of Allentown Employee/Volunteer Background Check Authorization Form—for use to add information to the database.
2. Instructions to obtain a FBI Criminal Background fingerprint Check [with a payment](#)
3. Instructions to obtain a FREE Pa. State Police Criminal Check and Pa. Child Abuse Check*

*Fee-waived codes are available through the Background Check Office for the Pa. Child Abuse checks. The use of these codes is optional but does provide the possibility for tracking.

[Full Packets Sent to Background Check Office](#)

Please send the full packet(s) to the address below [keeping a copy for your files](#). Traditional mail is best despite the time it takes. Tracking or certified postage is also recommended.

Diocese of Allentown
Attn: Background Check Office
PO Box F
Allentown, PA 18105-1538

Completed packets include all of the following documents:

1. **Completed Background Check Authorization Form**
2. **FBI Fingerprinting results or receipt**
3. **Pa. State Police Criminal History Check (for volunteers)**
4. **PA Child Abuse History Certification**

[Completed and Clear Background Checks to be added to the database:](#)

The Diocese of Allentown Background Check Office will add the three completed and clear background check results to the database.