



DIOCESE OF ALLENTOWN
SECRETARIAT FOR CATHOLIC HEALTH, HUMAN SERVICES
AND YOUTH PROTECTION

Post Office Box F
Allentown, Pennsylvania, 18105-1538
(610) 871-5200 ext. 2203
Fax (610) 871-5211

SAFE ENVIRONMENT PRESCHOOL & AFTERCARE REQUIREMENTS CHECKLIST

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – volunteers/employees please complete **PATCH** online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.state.pa.us) please obtain directions from your Local Safe Environment Coordinator OR send your completed “Background Authorization Form” to punger@allentowndiocese.org
- 2. Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: <https://www.compass.state.pa.us/cwis/public/home> . A free check is available every 57 months for volunteers. A free payment code is available through your Local Safe Environment Coordinator for both employees and volunteers.
- 3. Federal Bureau of Investigation Criminal “DHS” Background Fingerprint Check** (18+ years old)(less than one year old, recheck every 5 years) –payment code is available through your Local Safe Environment Coordinator. Register for the fingerprint at <https://uenroll.identogo.com> with payment code obtained from Local Safe Environment Coordinator (LSEC). During registration, set appointment for fingerprint scanning at a nearby public site. Print receipt, take it to the appointment and provide receipt to the LSEC. Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it.
- 4. Signed Acknowledgment form for Diocese’s Sexual Abuse Policy**, policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>
- 5. Signed Acknowledgment form for Diocese’s Code of Conduct**, policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>
- 6. Protecting God’s Children attendance certificate**, only needs to be done once, please see attached directions. Print certificate of completion
- 7. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. Please see attached directions. Print certificate of completion.
- 8. Acknowledgement Form for Child Protective Services Law (CPSL) Policy**. Review the Diocese of Allentown’s Child Protective Services Law Policy (attached) and sign the acknowledgement form.
- 9. Signed Background Check Authorization Form**, attached
- 10. Required to completed National Sex Offender Registry/List (NSOL)** please fill out attached form, and return certificate once you receive it.
<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22.pdf>
- 11. Motor Vehicle Report – if driving on behalf of a Diocesan location**, please fill out part “C” and “E” of the attached “Request for Driver Information Form”. Please mail original to Diocese of Allentown Safe Environment Office, PO Box F, Allentown PA 18105-1538