



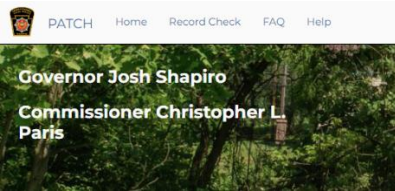



Directions for Background Checks in the Archeparchy of Philadelphia

All clergy, educators, employees, and adult volunteers (aged 18 and up) who work with **or around** minors and/or vulnerable adults must abide by civil law, the USCCB’s *Charter for the Protection of Children and Young People*, and the Archeparchy of Philadelphia’s Safe Environment Policy.

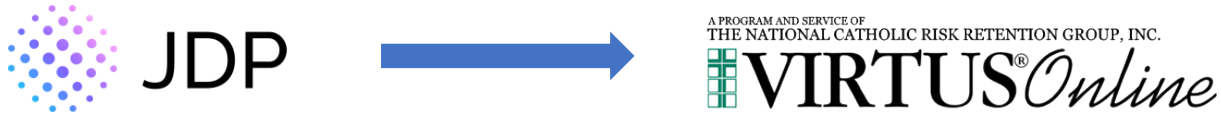
One background check is sufficient in many states, but Pennsylvania has some of the strictest child protection laws. Therefore, additional background checks are required for anyone volunteering and/or working in Pennsylvania.

Note: The time it takes for clearances to be processed varies widely. Some may come back within a few minutes, while others may take days or even weeks.

<p>JDP</p>		<p>Required by USCCB <i>Charter</i> + Archeparchy of Philadelphia</p>
<p>COMPASS</p>		<p>Required by PA law; does not apply in DC, DE, MD, NJ, or VA</p>
<p>PATCH</p>		<p>Required by PA law; does not apply in DC, DE, MD, NJ, or VA</p>
<p>FBI</p>		<p>Required by PA law for those who have resided in PA for <i>fewer than 10 consecutive years</i>; does not apply in DC, DE, MD, NJ, or VA</p>

Contact Safe Environment Coordinator (SEC), Sean McLaughlin, with questions: smclaughlin@ukrcap.org or (215) 627-0143.

Applying for JDP Background Check



JDP is a national background check company used by the Archeparchy of Philadelphia to comply with the USCCB's *Charter for the Protection of Children and Young People*. A JDP background check is **required for anyone volunteering and/or working anywhere in the Archeparchy (DC, DE, MD, NJ, PA, or VA)**.

JDP is integrated with VIRTUS Online. Users will be prompted to submit a JDP background check in the process of registering for VIRTUS Online training, and this will involve another window/tab in your web browser. Submitting a JDP background check takes only a few minutes.

*Note: Your web browser may block the popup window/tab containing the JDP background check form. If you complete VIRTUS Online training **without seeing the opportunity to submit a JDP background check**, contact the Safe Environment Coordinator (SEC) to email you a link. The process is very simple.*

1. Go to www.virtusonline.org
2. Click "FIRST TIME REGISTRANT."
3. Click "Begin the registration process."
4. Select "Ukrainian Catholic Archeparchy of Philadelphia."
5. Select "No."
6. Create a user ID and password and Click "Continue."
7. Enter your information and Click "Continue."
8. Select the primary location where you work and/or volunteer (e.g., volunteers select their parishes).
9. Select your primary role and enter your title or position, write whatever you think is best.
10. If you are only involved with one parish or parochial school, select "No."
11. Read the Archeparchy's Safe Environment Policy, select the box, sign your name, and put today's date.
12. Read the Archeparchy's Code of Pastoral Conduct, select the box, sign your name, and put today's date. Click "Continue."
13. Click "Submit Background Check." Another window/tab from JDP will pop up.
14. Click "Continue."
15. Electronically sign the consent form.
16. Complete the JDP background check form with your information and submit.
17. Return to the window/tab of your web browser with VIRTUS Online.
18. Click "Protecting God's Children..." (text in blue).
19. Click "CLICK HERE TO START."
20. Complete the VIRTUS Online training.

Need help with VIRTUS?

- Visit the Helpdesk Support / FAQs http://www.virtusonline.org/virtus/virtus_help_faq.cfm
- Can't find an answer to your question? You can message the Helpdesk through the same site.

Applying for COMPASS Background Check



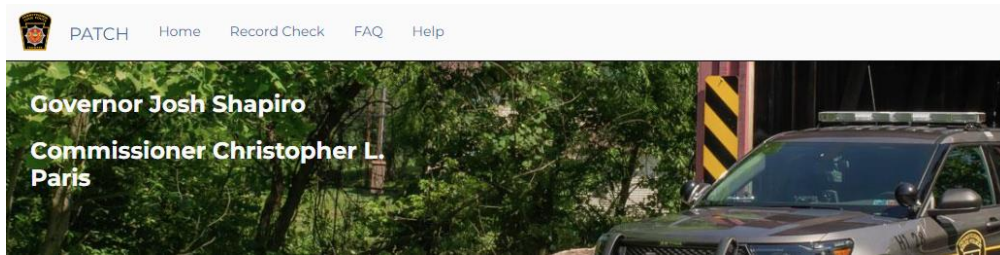
The Pennsylvania Child Abuse History Clearance Check (“COMPASS”) will provide the applicant with information as to whether he or she is listed in the Pennsylvania statewide child abuse database. A COMPASS background check is **required for anyone volunteering and/or working in Pennsylvania.**

Note: An applicant must have an individual account within PA’s Child Welfare Portal to submit a COMPASS background check. Steps 1 through 13 are for applicants who do not yet have an individual account. (This is the case for most volunteers.)

1. Go to <https://www.compass.state.pa.us/CWIS/Public/Home>
2. Click “CREATE INDIVIDUAL ACCOUNT.”
3. Click “NEXT.”
4. Create a new Keystone ID and click “FINISH.”
5. Check your email for your temporary password.
6. Go back to <https://www.compass.state.pa.us/CWIS/Public/Home>
7. Click “INDIVIDUAL LOGIN.”
8. Click “ACCESS MY CLEARANCES.”
9. Click “CONTINUE.”
10. Enter your username and password to log in.
11. Verify your account either by answering the Security Questions or having a Security Code emailed to you.
12. Once you are logged in, select either Private Device or Public Device.
13. Set a permanent password and click “SUBMIT.”
14. Go back to <https://www.compass.state.pa.us/CWIS/Public/Home>
15. Accept the terms and conditions and click “NEXT.”
16. Click “CONTINUE.”
17. Click “CEATE CLEARANCE APPLICATION.”
18. Click “BEGIN.”
19. Select the Application Purpose
 - a. **Volunteers** select “Volunteer Having Contact with Children,” there is no cost.
 - b. **Clergy, educators, and employees** select “Individual 14 years of age or older who is applying for or holding a paid position...” The cost is \$13.
20. Click “NEXT.”
21. Enter information for Applicant Information and submit.
22. Your application will be processed, and you will receive an email notification of the outcome within 14 days.
23. Upon obtaining the COMPASS background check, email a PDF to the Safe Environment Coordinator (SEC).

Need help with COMPASS?
Contact CWIS Support Center 1-877-343-0494

Applying for PATCH Background Check



The Pennsylvania Access to Criminal History (“PATCH”) unit allows the public to obtain criminal history record checks. A PATCH background check is **required for anyone volunteering and/or working in Pennsylvania.**

1. Go to <https://epatch.pa.gov/home>
 - a. **Volunteers** select “New Volunteer Record Check.” There is no charge for PATCH requests made for the purpose of volunteering.
 - b. **Clergy, educators, and employees** select “Submit a New Record Check.”
2. **Volunteers**
 - a. Check the box next to Volunteer Acknowledgement Section and click “Accept.”
 - b. Enter your information.
 - c. Click “Next.”
 - d. Click “Proceed.”
 - e. Enter your information for the Record Check Request Form.
 - f. Click “Submit This Request.”
 - g. Click “Submit.”
3. **Clergy, educators, and employees**
 - a. Select “Individual Request.”
 - b. Enter information for Requestor Information.
 - c. Click “Next.”
 - d. Click “Proceed.”
 - e. Enter information for Record Check Request Form.
 - f. Click “Submit This Request.”
 - g. Click “Submit.”
 - h. Click “Checkout.”
4. After clicking “Submit” or “Checkout,” details about your PATCH background check will be emailed to you.
5. Upon obtaining the PATCH background check, email a PDF to the Safe Environment Coordinator (SEC).

Need help with PATCH?
Contact PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

Applying for FBI Criminal History Background Check



The FBI Criminal History Background Check summarizes felony criminal arrest and conviction records submitted from all 50 states and the District of Columbia to the FBI. It involves an in-person digital fingerprinting process. Pennsylvania contracts with IDEMIA (also referred to as “IdentoGo” or “MorphoTrust”) for digital fingerprinting. Applicants can register and be fingerprinted at any IdentoGo site around the country. The FBI fingerprint background check is **required only for those who work with or around children and/or vulnerable adults in Pennsylvania and who have resided in Pennsylvania for fewer than 10 consecutive years.**

1. Go to <https://www.identogo.com/services/live-scan-fingerprinting>
2. Select Pennsylvania as the state for which you must be fingerprinted.
3. Click “Go.”
4. Click “Digital Fingerprinting.”
5. Enter the appropriate service code: **Volunteers** should use 1KG6ZJ and **Clergy, educators, and employees** should use service code 1KG756.
6. Click “Schedule or Manage Appointment.”
7. Enter your information.
8. Click “Next.”
9. Enter Employer Information.
10. Click “Next.”
11. Create a security question.
12. Click “Next.”
13. Enter Citizenship information.
14. Answer the personal questions. The Archeparchy does not have an Authorization Code (Coupon Code).
15. Click Next.
16. Enter Personal Information.
17. Click Next.
18. Enter Mailing Address.
19. Select which required document you will bring to your enrollment (e.g., Driver’s License issued by a State or outlying possession of the US).
20. Enter your zip code.
21. Select the IdentoGo location you wish to use and click “Next.”
22. Select your Appointment Date and Time and click “Submit.”
- 23. Go to your enrollment appointment at the IdentoGo location you selected to undergo the digital fingerprinting process. Do not forget to bring the required document you chose.**
24. Upon obtaining the FBI Criminal History Background Check, email a PDF to the Safe Environment Coordinator (SEC).

Need help with FBI fingerprint background check?

- For FBI clearances, contact PA’s ChildLine Verification Unit 717-783-6211 or 1-877-371-5422
- For IdentoGo registration, processing, or billing, contact IDEMIA/IdentoGo 1-844-321-2101