



Renewal of PA Clearance Documents for Volunteers and Ministers Are Due!

All volunteers and ministers are required to complete and submit to the parish office a total of six PA clearance documents. They are listed below. **Links to all of the items are found on the diocesan website, www.dioceseofgreensburg.org. At the *Youth Protection* drop-down menu, click the “PA Child Services (Clearances)” link.**

If you are a volunteer or minister and already have these documents and submitted them to the parish, please review them; they may be eligible for renewal. Those required to be renewed every 5 years are in RED.

1. Diocesan Code of Pastoral Conduct—*required once*. This is FREE. Read, then print the last page of the document. Sign, date, note your “position” (volunteer, greeter, lector, choir, etc.), and note the name of the parish on the document. Bring the completed page to the parish office.
2. **PA Criminal History Check**—*required every 5 years*. This is FREE. The online process is the easiest and quickest way to obtain this document. Print the certificate and bring it to the parish office.
3. **PA Child Abuse Certification**—*required every 5 years*. This is FREE. The online process is the easiest and quickest way to obtain this document. Print the certification and bring it to the parish office.
4. **Volunteer Affidavit**—*required every 5 years*. No notary fee if notarized at Rep. Joe Petrarca’s Vandergrift office. Call 724-567-6982 to schedule an appointment. Bring the notarized affidavit to the parish office. Complete this if you have been a resident of Pennsylvania **continuously for the past 10 years**. If you HAVE NOT been a PA resident the past 10 years continuously, you must go through an FBI Fingerprint process. The Volunteer Affidavit is NOT REQUIRED if you complete a Fingerprint Check.

OR

Complete the Volunteer Affidavit — OR — FBI Fingerprint Check; NOT BOTH.

4. **FBI Fingerprint Check**—*required every 5 years*. FEE is charged. Required ONLY IF you are EMPLOYED by the church—OR—if you are a VOLUNTEER who HAS NOT lived in Pennsylvania the past 10 years consecutively. The Fingerprint Check is NOT REQUIRED if you qualified for and completed the Volunteer Affidavit. Bring the Fingerprint results document to the parish office.
5. **VIRTUS Training**—*recertification required every 5 years*. This is FREE. The initial course required is “Protecting God’s Children Awareness.” To meet the five-year update requirement there are two additional courses from which to choose, “VIRTUS Protecting God’s Children Re-Certification for Adults” and “Keeping the Promise Alive.” All three courses are available in the VIRTUS Online System. Print the certificate(s) of completion and bring it/them to the parish office.
6. Mandated Reporter Training—*required once*. This is FREE. This 3-credit college course, offered by the University of Pittsburgh, can only be done ONLINE. Information on registration and completing the course is found on the Diocesan website. The course takes 2 to 3 hours to complete. Print the completion certificate and bring it to the parish office.