

Saint Anselm School  
12650 Dunks Ferry Road  
Philadelphia, PA 19154  
215-632-1133

RE: Employee/Volunteer in School

Parent of \_\_\_\_\_, Grade \_\_\_\_ Room \_\_\_\_

Date \_\_\_\_\_ Dear \_\_\_\_\_

Thank you for your interest in working in our school. Clearances are required for all situations in which adults have **regular contact** with children, as required under the Archdiocese's Safe Environment Policy.

**Required Clearances**

- Federal Bureau of Investigation Fingerprint Clearance for paid employees only
- Pennsylvania State Police Criminal Clearance
- Pennsylvania Child Abuse History Clearance

**Required Training**

- Protecting God's Children (Safe Environment)
- Mandated Reporting of Suspected Child Abuse
- Mandated Reporting Brochure (attached) please sign and return.
- Act 126

When you receive the processed clearance papers, please bring the originals to school so that I may copy them for our files.

If you have any question regarding the above please contact me.

Sincerely,  
Mrs. Dawn Bautista  
6/7/18 employee form update

Details:

Please visit the Archdiocese of Philadelphia website at [archphila.org](http://archphila.org) for directions:

Go to the Offices tab and select A-C and select Child & Youth Protection  
select Staff & Volunteers select Checks & Clearances.

Go to Obtaining Required Background Checks and follow directions. The following  
service code is needed to register for fingerprints.

1KG6TR

Next go back to Staff & Volunteers select Required Training follow directions for  
Safe Environment Training 2 Parts must be completed.

**PA State Police Criminal Record Check** can be obtained online at  
<https://epatch.state.pa.us> with results available within a few minutes. Please print a  
copy of the Response for Criminal Check.

**PA Child Abuse History Clearance Check** is on online at  
<https://www.compass.state.pa.us/cwis/public/home> with result available immediately.  
Please print a copy of certification.

**FBI Fingerprint Clearance** is required. You must register and pay on line before you  
get fingerprinted. Information is available online at <https://uenroll.identogo.com/>  
to schedule an appointment for the background check. The service code is 1KG6TR after  
code is entered then click on Manage appointment and follow directions print copy of  
registration ID# and Valid Photo ID is required. After fingerprint you will receive the  
email print IMMEDIATELY this is only chance you get to print clearance.

Identogo Locations

2824 Street Road  
Bensalem, PA 19020  
8:30am - 5pm  
Near showcase Plaza

Identogo Locations

2417 Welsh Road # 21  
Philadelphia PA 19114  
10am - 430pm

**Mandated Reporting of Suspected Child Abuse:** This is an online 2 hour training  
for Mandated Reporting that can be found at <http://childyouthprotection.org>. Please  
print certificate when complete.

**“Protecting God’s Children” Safe Environment** is a 2 hour class training given by  
the Archdiocese of Philadelphia. You can obtain the information regarding the dates  
and location for this class on the web site [www.virtus.org](http://www.virtus.org) or you can call the Safe  
Environment Program at 215-587-2466. You will receive card upon completion of class.

**Mandated Reporting Brochure:** Please read the Mandated Reporting Brochure,  
after reading please sign the acknowledgment form. (Attached)