

Criminal Background Check Process

Outside the State of Pennsylvania

- (1) Complete fully the “Disclosure/Authorization Form” found in the “Forms” tab of this site.
- (2) Include completed “Disclosure/Authorization Form” with “Proof of Identity” to:

Office for a Safe Environment in Ministry
Byzantine Catholic Eparchy of Passaic
445 Lackawanna Avenue
Woodland Park, New Jersey 07424

- (3) Upon receipt and processing of background check a notification of registration and certification for service in the Eparchy will be sent out to individuals and pastors.

In the State of Pennsylvania

- (1) Pennsylvania Child Abuse History Certification

To apply for a *PA Child Abuse History Certification* go to: www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf and your browser will list the site “*Pennsylvania Child Abuse History Certification-Pennsylvania Dept...*” that will provide the necessary application form and directions for submitting your request. The fee for processing which must be submitted with your completed application is \$8.00 in check or money order payable to the “Pennsylvania Department of Human Services”. The fee is waived for volunteers.

- (2) Pennsylvania State Police Criminal History Record Check (PATCH)

This web-based application with necessary information for a “Pennsylvania Access To Criminal History (PATCH)” may be obtained at <https://epatch.state.pa.us/Home.jsp>. Volunteers use Form SP4-164A and there is no fee. Clergy and Employees use Form SP4-164 and the application fee is \$22.00.

(3) FBI Fingerprint Criminal Background Check (*Only for clergy, paid employees, and those volunteers who have lived in the State of Pennsylvania for less than 10 years.*)

A. Only the Identogo Company who has been designated by the State of Pennsylvania for such purpose.

B. You must register with **Identogo Company** prior to going for fingerprints. This can be done 7 days a week 24 hours a day at <https://www.identogo.com>.

PLEASE NOTE THE FOLLOWING REGARDING IDENTOGO REGISTRATION FORM:

- 1: (First Page) Enter “*Service Code to get started*” - **1KG6ZJ** (DHS Volunteer)
- 2: Having entered the “*Service Code*” on initial page, on the next page select “*Schedule or Manage Appointment*”.
- 3: Under “*Essential Info*” select “*Name / Method of Contact*” and complete the registration process supplying all required information on following pages of form.

***Please note:** “*Employer*”: Byzantine Catholic Eparchy of Passaic, 445 Lackawanna Avenue, Woodland Park, New Jersey 07424. You must use your home address for notification of results.

- 4: In final portion of registration process choose Identogo office location, date and time of appointment for fingerprinting. You may just select to be a “walk in” with no specific appointment.
- 5: Be sure that the name on the “ID” you take to your fingerprinting appointment matches the name you used for registering for the process on the Identogo reservation website.

- 6: Upon registration and having selected a location at which you can be fingerprinted confirm hours of operation and accomplish the actual fingerprinting process and bring passport or driver's license with photo to your appointment.
- 7: The Estimated Cost of the fingerprinting to Identogo is about \$21.35 and may be paid using a Business Check, Money Order, or Credit Card (Visa, Master Card, Discover Card, American Express).

Reimbursement of Cost – Reimbursement of expense for background checks for Volunteers may be accomplished by submitting a “Request for Reimbursement Form” found in the “Forms” tab of this site with appropriate receipt(s). Clergy will be reimbursed from parish funds.

Submitting Notifications - Upon receipt of notification of successful “*FBI Background Check*” from the *PA Department of Human Services* please forward the notification, “*PA State Police Criminal Record Check Report*” notification and “*PA State Police Criminal History Record Report*” notification with the completed and signed “*Eparchy of Passaic Safe Environment Disclosure/Authorization Form*” and “*Code of Conduct Form*” to:

Safe Environment Office
Byzantine Catholic Eparchy of Passaic
445 Lackawanna Avenue
Woodland Park, New Jersey 07424

Having completed the process; after registration in the eparchies' safe environment archive, a notification of suitability for service within the eparchy will be sent to pastors and issued to individuals.