

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 “Forms” tab of this website and select “PA Child Abuse History Certification.” The provided application form with directions must be printed on 8.5” x 11” white bond paper for submission. Clergy and Employees must submit a processing fee of \$13.00 with application made by check or money order payable to the “Pennsylvania Department of Human Services”. The fee is waived for volunteers.

Please follow all directions and submit by mail to:

Childline and Abuse Registry
PA Department of Human Services
P.O. Box 8170, Harrisburg
Pennsylvania 17105-8170

- (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.