

Guide to Compliance and Common Questions

How do I obtain a criminal record check?

There are many ways to obtain this record. The forms are available at any PA State Police barracks, at St. Dorothy rectory, or school. You can also download this form by going to the Pennsylvania State Police website at <http://www.psp.state.pa.us>. Once there, go to 'Public Documents, Brochures, and Forms' (located on the left hand side of the home page). Then, go to PSP Forms Available for the Public, then to Criminal History Request Form SP-164, and download the form.

Another alternative, and by far the most convenient, is to obtain this record directly on-line using the Pennsylvania Access to the Criminal History System a.k.a. PATCH System. At <http://epatch.state.pa.us/home>

How do I obtain the Pennsylvania Child Abuse History Clearance?

This form may be obtained at St. Dorothy rectory or school. It is also available to download at <http://www.dpw.state.pa.us>. Go to 'Publications, Forms, and Reports', then to 'Forms and Applications', then finally to 'Child Abuse History Clearance Form CY-113'. This form, while available to download, is currently not processed on-line.

How do I register for the Child Abuse Awareness Workshop?

This workshop is offered throughout the Archdiocese of Philadelphia. Typically, St. Dorothy Parish hosts this 2-½ hour workshop three times per year. To register, go to www.virtus.org and follow the directions. You can also contact our Archdiocesan Virtus coordinator at (215) 587-2466. If St. Dorothy Parish is hosting the workshop, it will be advertised in the church bulletin, on the school and parish websites, as well as through the above link.

How long does it take to obtain the forms?

The **criminal record**, if obtained using the PATCH System, is obtained in minutes. The results are available to print using your home computer printer. If the criminal record is mailed, it typically takes 3 weeks for the results to be processed and mailed to you.

The **child abuse history clearance**, which can only be processed through the mail, also takes 3 weeks. **Please note that if you are a volunteer you must submit this form with a copy of the criminal record results.** The certificate returned to you is in a business size envelope with a return address of 'Childline Abuse Registry' and is often mistaken for junk mail; please do not throw it away.

Can these forms expire?

Currently, the Archdiocese of Philadelphia requires that the 2 forms be renewed every 5 years. If you are actively involved in the parish with youth, the rectory will notify you 3-4 months prior to the expiration. **The workshop is required only once.**

How much do they cost?

Each form costs \$10.00 and must be submitted using a money order or certified check. If you process these forms, you pay for the forms. If the rectory processes the forms, the parish will pay. **The workshop is free.**

How can I have the forms processed by the rectory?

Complete each form and submit them to either the school or rectory. The rectory will directly receive the results of the criminal record check, attach a copy to the abuse screen and mail it. *The results of the **abuse screen** are mailed directly to you, not to the rectory.* Once you receive the certificate, send it to the rectory.

I don't feel comfortable submitting forms with my social security number and date of birth. What can I do?

Because of the rise of identity theft, it is common for people to process these forms themselves and submit the results to the rectory with the social security number and date of birth covered.

Who has access to this information?

The forms are kept under lock and key in the rectory. Only the pastor and the compliance coordinator have access to these forms.

If I had an indiscretion in my youth, which may appear on my criminal record, would this affect my ability to volunteer?

It is within the pastor's discretion to permit or refuse participation of any adult. Generally speaking, if the indiscretion does not involve a minor child, it is not a factor.

Can I call someone if I have any questions?

Please do not hesitate to call with any questions.

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