



We're excited that you're considering serving at Bread of Life Outreach. Bread of Life Outreach is the mission outreach arm of Newport Assembly of God. To ensure the safety and well-being of everyone in our community, all Teammates are required to have up-to-date background clearances on file.

- Clearances are renewed every 5 years.
- If you already have current clearances, please submit them to Lorrie or you can drop them off at the church office (Monday – Thursday 8 am – 4 pm) or email me.
- If you do not have current clearances, please refer to the "Clearance Procedures" section below.
- Our goal is to have your clearances completed and submitted within two months of today's date.

If you have any questions or need assistance with the process, don't hesitate to reach out to Lorrie or myself. We are here to help! Thank you again for your interest in serving this beautiful community.

Wanda Bunker, Next Gen Pastor

[wanda@newportassembly.org](mailto:wanda@newportassembly.org) or call 717-567-3333

## **CLEARANCE PROCEDURES**

### **A. FBI CLEARANCE** *Choose the option that applies to you:*

1. For volunteers who have lived in PA for the past 10 consecutive years, please complete the attached Affidavit Relating to Residence and Volunteer Qualification. **This form requires notarization.** (All fees will be reimbursed with a receipt).

#### **Notary Recommendations:**

- The Moore Agency / 98 Red Hill Road, Newport / 717) 582-2189
  - Carol Moyer/ 390 Hominy Drive Newport, PA 17074 / (717) 275-2675 / [clmoyer50@gmail.com](mailto:clmoyer50@gmail.com)
2. For volunteers who have NOT lived in PA for the past 10 consecutive years, an FBI Criminal History Report (Fingerprint-based background check) is required.
    - a. Go to <https://www.identogo.com>.
    - b. Click on "Get fingerprinted." (upper right corner)
    - c. Enter your state.
    - d. Click on "Digital Fingerprinting."
    - e. Enter Service Code 1KG6ZJ (Pennsylvania Volunteer)

- f. Schedule an appointment. This will walk you through the process to sign up for an appointment at the center of your choice.
- g. There will be a charge that will be reimbursed by the church.
- h. Call the Help desk at 844-321-2124 or contact the church office.

## **B. PA STATE POLICE CRIMINAL HISTORY REPORT**

Please give Pastor Wanda your permission to run this report. A copy will be sent to you.

## **C. PA CHILD ABUSE HISTORY CLEARANCE**

*(This takes about 30 minutes and will be completed online. You will be able to stop, save & continue. Mail in forms available upon request.)*

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create an Individual Account and get a Keystone ID (note for future use).
3. At the welcome screen, click NEXT.
4. Enter the requested information & click FINISH.
5. Continue to do the clearance. Check "Unpaid volunteer working with children." The fee will be waived.
6. Choose "Other" Enter Agency Name: Newport Assembly of God
7. Enter your Social Security number, email address, phone number, current address, all your previous addresses since 1975, and names of all household members with whom you've shared a residence since 1975. At least one parent's name is needed, even if they are deceased.
8. If the clearance is approved during the online process, you will be able to see and print your clearance. Use your Keystone ID to return to the site.
9. Call the Helpline at 1-877-343-0494 if assistance is needed.
10. Check that you want a copy mailed to you. Clearance certification will come in the mail to the person requesting the report. Please submit a copy to us.