

**For the 2016 Bible Quizzing Season, all coaches and staff will be required to obtain three background certifications before the first quizzing event:**

- i. *Pennsylvania State Police Request for Criminal Record Check Form (SP4-164) (\$8 for employees, free for volunteers)*

Paper form SP4-164 available at

[http://www.witf.org/support/SP4\\_164\\_Request\\_For\\_Criminal\\_Record\\_Check.pdf](http://www.witf.org/support/SP4_164_Request_For_Criminal_Record_Check.pdf)

Online application at <https://epatch.state.pa.us/Home.jsp>

*Volunteer Organization – ACC Bible Quizzing – use the address and phone number at the bottom of this “letter” with Brook as the requester.*

- ii. *Pennsylvania Child Abuse History Form (CY-113) (\$8 for employees, free for volunteers)*

Paper form CY-113 at

[http://www.witf.org/support/Child\\_Abuse\\_History\\_Clearance.pdf](http://www.witf.org/support/Child_Abuse_History_Clearance.pdf)

Online application <https://www.compass.state.pa.us/CWIS>

*Log on and create an account, use the temporary password to log into your account. Request a volunteer certification*

- iii. *Federal Bureau of Investigation Fingerprint Record Checks (\$27.50) (unless, in the case of a volunteer, the individual has lived in Pennsylvania for the past ten years and swears or affirms in writing that they have not been convicted of any crime, in another state, similar to the convictions disqualifying a person in Pennsylvania).*

Fingerprints must be made at designated locations. Get addresses for all locations in Pennsylvania at [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)

Picture ID is required. See above link for other valid forms of ID

*Residents of Maryland, Massachusetts, and New York will be required to submit their respective states’ child abuse and state police background checks, when available.*

When the required checks have been completed, volunteers should follow these steps:

1. File a copy of each certification with his/her home congregation. In the absence of a home congregation, copies may be filed with the ACC office. An employer may be the maintaining organization in the place of a home congregation, if the certification was originally completed for employment.
2. Each volunteer should complete the [ACC Youth Events Volunteer Covenant](#), 2016 form and send it to the ACC office.
3. Each congregation (or employer) should complete the [Youth Event Verification Form for Congregations/Employers](#) and send it to the ACC office.

To learn more about what constitutes as “child abuse” under Pennsylvania’s Child Protective Services Law or what the duties of a mandated reporter are in the state, view the [ACC resource on the law](#).

Please direct all completed forms and questions to Brook Musselman:

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c/o Brook Musselman  
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