

Key/Fob Holder Clearances (**Not Approved Adult**) Checklist Community Mennonite Church of Lancaster

Please Note: This application process does not involve applying to become an Approved Adult. Key/fob holders who would also like to apply to become Approved Adults should complete a [CMCL Service Application and Covenant](#).

Every Two Years

- ☐ Read the [CMCL Child Safety Policy](#).
- ☐ Participate in a child safety training that includes information on child abuse and mandated reporting. Options include:
 - ☐ View the [Dove's Nest training video](#) and submit the Google Form, found [here](#).
 - ☐ Attend in-person Safe Church training offered regularly by CMCL.
 - ☐ Submit documentation of workplace training from the past 24 months..

Every 60 months

- ☐ [PA Criminal Record Check](#)
 - ☐ Volunteers can complete the application free of charge every 57 months at <https://epatch.pa.gov/home>. Click on "New Volunteer Record Check."
 - ☐ Print or save the Certification Form; the receipt is not the official document. Please send the original PDF to the Director of Children's Ministries; please do not send screenshots or photocopies.
- ☐ [PA Child Abuse History Certification](#)
 - ☐ Volunteers can complete the application free of charge every 57 months at <https://www.compass.state.pa.us/cwis/public/home>. If you don't already have an PA Compass account, you will need to "Create an Individual Account." Please send the original PDF to the Director of Children's Ministries; please do not send screenshots or photocopies.
- ☐ [FBI Criminal History Background Check](#) or [PA Disclosure Statement Application for Volunteers](#)
 - ☐ [FBI Criminal History Background Check](#)
 - ☐ Register to get FBI fingerprints completed at <https://www.identogo.com>
 - ☐ Click "Get Fingerprinted." Use **1KG6ZJ** for the service code.
 - ☐ The FBI background check costs \$25.95 as of 10/1/26. You may submit your receipt to the church office for reimbursement.
 - ☐ Please send the original PDF of your results to the Director of Children's Ministries. Please do not send photocopies or screenshots.
 - ☐ [PA Disclosure Statement Application for Volunteers](#)
 - ☐ If you have lived in PA continuously for the past 10 years and can attest to everything on the [statement](#), you may [sign the disclosure statement](#) instead of completing the FBI Background Check..
- ☐ Complete the [Building Access Application and Covenant](#).
- ☐ Submit Building Access Covenant, training documentation, and all 3 clearances to the Director of Children's Ministries. **Before using your building access, wait to hear via email that your application is complete and has been approved.** It is recommended that you keep digital PDFs of your clearances for your records.

Frequently Asked Questions

- **I have current clearances for work or another volunteer position. Can I use those clearances to apply to become key/fob holder or an Approved Adult at CMCL?**
 - Yes, volunteer clearances from the state of Pennsylvania are portable within the state of Pennsylvania as long as they are less than 60 months old. You can use clearances for work or for another volunteer organization for your CMCL application.
 - *Please note that volunteer clearances cannot be used for employment purposes.*
- **Should I send paper copies or digital copies of my clearances?**
 - Digital PDFs are preferred, but original paper copies are acceptable. Clearances are provided to you by the processing agency as PDFs.
 - If you are creating a PDF, it is preferred that you use the Notes app, Adobe Scan app, or a scanner to create your PDF rather than taking a photograph.
 - Please ensure that you are sending the actual clearance, rather than the receipt.
 - Please ensure that any copies of your clearances do not say “VOID” in the background.
- **How long are my clearances valid?**
 - Your three state-mandated clearances are each valid for 60 months from the date on the clearance.
- **How do I know whether my clearances have expired?**
 - It's a good idea to keep digital copies of your clearances so that you will have access to your clearances. That way, you will be able to check the dates of expiration—and you'll have access to them for future volunteer work at another organization.
 - We do keep physical and digital records at CMCL, so we can also check the dates for you.
 - If you are an approved key/fob holder or Approved Adult, we will do our best to alert you if your clearances will be expiring within the next 1-2 months.