



Office of the Principal

Monsignor McHugh School

"Forming Minds and Shaping Hearts"

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In accordance with the *Charter for the Protection of Children and Young People* and the Pennsylvania Child Protective Services Laws, the Diocese of Scranton requires background clearances EVERY 60 MONTHS on all individuals who have direct contact or routine interaction with children. Parent volunteers who wish to come into Monsignor McHugh School must obtain the following:

Clearances- to be renewed every 3 years:

- PA Background Check \$10
 - Visit the below website and under Credit Card Users- Submit a New Record Check
<https://epatch.state.pa.us/Home.jsp>
- PA Child Abuse \$10
 - Visit the below website and Create a New Account
<https://www.compass.state.pa.us/CWIS/Public/Home>
- Fingerprinting \$24 - \$27
 - You must pre-register online (see directions attached)
<https://uenroll.identogo.com/>
 - Bring pre-registration paperwork to one of the approved FBI fingerprinting locations. Visit the below website to search by zip code for a list of locations.
<http://www.myfbireport.com/locations/lawEnforcement/PA.php>

Fingerprinting is only required of all volunteers who have not resided in the state of PA for at least 10 consecutive years. If you are not required to get your fingerprints done, please fill out and return the "Diocese of Scranton Volunteer Affidavit".

We recommend you acquire these clearances as soon as possible. Once you have obtained the above clearances, kindly submit them to the office.

Thank you