



DIOCESE OF ALLENTOWN  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION  
OFFICE SECRETARY  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA

**SAFE ENVIRONMENT **CYO VOLUNTEER** REQUIREMENTS CHECKLIST**

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – new volunteers please complete **PATCH** online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.pennsylvania.gov/criminal-history) please click on "New Volunteer Record Background Authorization Form" to [pranger@allentowndioocese.org](mailto:pranger@allentowndioocese.org)
- 2. Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: <https://www.compass.state.pa.us/cwis/public/home> . A free check is available ever 57 months. A free payment code is available through your Local Safe Environment Coordinator or your CYO Representative.
- 3. Federal Bureau of Investigation Criminal Record Check** (18+ years old) (Less than one year old, recheck every 5 years) –payment code is available through your Local Safe Environment Coordinator or your CYO Representative. Register for the fingerprint at <https://uenroll.identogo.com> with payment code obtained from Local Safe Environment Coordinator (LSEC). During registration, make appointment for fingerprint scanning at a nearby public site. Print receipt, take it to the appointment and provide receipt to the LSEC. Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it.
- 4. Signed Acknowledgment form for 2022 Diocese of Allentown Sexual Abuse Policy** which can be reviewed at: <http://www.allentowndioocese.org/the-diocese/youth-protection/>
- 5. Signed Acknowledgment form for 2022 Diocese of Allentown Code of Conduct** which can be reviewed at: <http://www.allentowndioocese.org/the-diocese/youth-protection/>
- 6. Signed Acknowledgment form for 2022 Diocese of Allentown Social Media and Electronic Communications Policies** which can be reviewed at: <http://www.allentowndioocese.org/the-diocese/youth-protection/>
- 7. Protecting God's Child A refresher will be offered every 5 years, please see attached directions.** Print certificate of completion
- 8. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Please see attached directions. Print certificate of completion.
- 9. Acknowledgement Form for Child Protective Services Law (CPSL) Policy.** Review the Diocese of Allentown Child Protective Services Law Policy (attached) and sign the acknowledgement form.
- 10. Signed Background Check Authorization Form, attached**
- 11. Signed Coaches Code of Conduct**  
[https://www.allentowndioocese.org/sites/default/files/201708/DIOCESE\\_OF\\_ALLENTOWN\\_CODES\\_OF\\_CONDUCT\\_2015.pdf](https://www.allentowndioocese.org/sites/default/files/201708/DIOCESE_OF_ALLENTOWN_CODES_OF_CONDUCT_2015.pdf)
- 12. Concussion/Sudden Cardiac Arrest Training Completion certificate**
- 13. Motor Vehicle Report – if driving on behalf of a Diocesan location,** please fill out part " C " and " E " " Request for Driver Information Form" . Please mail or fax to: P.O. Box F, Allentown PA 18105-1538
- 14. Nation Sex Offender Registry Check,** must be less than a year old and completed every five years.  
<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22.pdf>