



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

SAFE ENVIRONMENT REQUIREMENTS CHECKLIST for PARISH EMPLOYEE

All Parish employees regardless of having contact with children must have the following:

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – please complete PATCH online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.state.pa.us/crimhist/home) please click on “New Record Check”, OR send your completed “Background Authorization Form” to punger@allentowndiocese.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 every 57 months. A free payment code is available through your Local Safe Environment Coordinator.
- 3. Federal Bureau of Investigation Criminal “DHS” Background Fingerprint Check** (18+ years old)(less than one year old, recheck every 5 years) –payment code is available through your Local Safe Environment Coordinator. Register for the fingerprint at <https://uenroll.identogo.com> with payment code obtained from Local Safe Environment Coordinator (LSEC). During registration, make an appointment for fingerprint scanning at a nearby public site. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese.
- 4. Signed Acknowledgment form for Diocese’s 2022 Sexual Abuse Policy**, policy can be reviewed 01/SexualAbusePolicy2022.pdf" <https://www.allentowndiocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf>
- 5. Signed Acknowledgment form for 2022 Diocese of Allentown Code of Conduct**, policy can be viewed at: <https://www.allentowndiocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf>
- 6. Signed Acknowledgment form for Diocese’s 2025 Social Media**, policies can be reviewed at: <https://www.allentowndiocese.org/sites/default/files/2025-07/Social%20Media%20%26%20Electronic%20Communications%20Policies.pdf>
- 7. Protecting God’s Children training**, needs to be completed one time with a refresher every 5 years. Please see attached directions. Print certificate of completion.
- 8. Acknowledgement Form for Child Protective Services Law (CPSL) Policy**. Review the Diocese of Allentown’s Child Protective Services Law Policy (attached) and sign the acknowledgement form.
- 9. Signed Background Check Authorization Form**, attached
- 10. Motor Vehicle Report – if driving on behalf of a Diocesan location**, please fill out part “C” and “E” of the attached “Request for Driver Information Form”. Please mail original to Diocese of Allentown Safe Environment Office, PO Box F, Allentown PA 18105-1538
- 11. Nation Sex Offender Registry Check**, must be less than a year old and completed every five years. <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/2024-06-14-cy-1001-national-sex-offender-registry-nsor-application-english.pdf>
- 12. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. Please see attached directions. Print certificate of completion

