

Required Clearances for ASP for anyone age 19 and older

1 Child Abuse History Clearance (CY113)

Free for volunteers (fee waived one time every 57 months)

The **Pennsylvania Child Abuse History clearance** can be submitted through the

[Child Welfare Information Solution \(CWIS\) self-service portal](#). Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

2 National Criminal Background Check

Cost is \$10

ASP has an arrangement with a single background check company Protect My Ministry (PMM) that will do all background checks for \$10 per person. Go to

<https://www.ministryopportunities.org/ASPAppPay>

You should receive an email with a link where you can request a copy of your report after 72 hours. Please click the link below after 72 business hours to request a copy of your report. Make sure to fill out the form completely and submit it. Once submitted, someone from PMM will reach out to you within 24-48 hours to provide you with a copy of your background check. Link: <https://compliance.protectmyministry.com/>

The phone number is: 800-319-5581 opt 2 for customer support

(This is just one option; you are welcome to use any background check company of your choice as long as a **national** criminal background check is completed.)

Clearances are valid for 3 years.

Once you receive your results, please keep the original for your files, and forward a copy of the results to me via email or paper. We'll keep a copy on file at the church, and I'll keep one.

Please send a **copy of the certificate**, not a link to the results

Thanks –

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