

HOTLF CHURCH'S CLEARANCE GUIDE

For Volunteers Serving with Minors

CARING FOR OUR CHILDREN & YOUTH

At HOTLF Church, the safety, care, and well-being of every child and young person entrusted to us is of utmost priority and a responsibility we take seriously. We are fully committed to providing a safe, welcoming environment of loving care while maintaining high standards for everyone serving with minors.

We know completing clearances and keeping them renewed requires a little extra time and effort. These measures are an important part of HOTLF's child and youth safety policy, providing protection, accountability, and safeguards for our children and youth, as well as the adult and youth volunteers who serve them.

We understand that not everyone may be comfortable completing clearances for a variety of reasons—and that's okay. Other volunteer opportunities are available that do not involve supervising or providing direct care for minors.

Thank you for serving, helping, and caring for our children, youth, and church family. We truly appreciate you all! ❤️

CLEARANCE POLICY

- **PA Child Abuse History and PA State Police Criminal History (PATCH):** renew every **3 years**.
- **FBI Criminal History Background Check (fingerprinting):** renew every **5 years** when applicable.

Renewal timeframes may vary by clearance type and are set by the issuing agency.
HOTLF may require more frequent renewal as an additional safety measure based on role and responsibility.

1 PA CHILD ABUSE HISTORY

Required for applicable volunteers and employees serving with minors.

Apply online:
compass.dhs.pa.gov/CWIS

2 PA STATE POLICE CRIMINAL HISTORY (PATCH)

Required for applicable volunteers and employees serving with minors.

Apply online:
epatch.pa.gov/home

3 FBI CRIMINAL HISTORY BACKGROUND CHECK (FINGERPRINTING / WHEN REQUIRED)

Required for applicable volunteers and employees serving with minors when required under PA law.

Use the correct DHS service code for your role:

- Volunteer — **1KG6ZJ**
- Paid Employee Age 14+ — **1KG756**

Register: IdentoGO.com



Have Clearances?

If you already have current PA Child Abuse and PA State Police clearances, you may submit them to HOTLF if they are within the accepted timeframe. Volunteer fee-waiver clearances cannot be used for employment. Existing FBI clearances should be reviewed by HOTLF before acceptance, as rules depend on the agency, role, and purpose.



Age Guidance

- Unpaid youth volunteers under 18 are youth helpers serving under HOTLF safety procedures and appropriate cleared-adult supervision.
- Age 18+ are adults for clearance purposes when the role meets PA's child-contact/responsibility standard.
- Paid employees age 14–17: Employee clearance requirements apply when duties involve qualifying contact with children.
- A minor employee may qualify for PA's FBI exception when all required conditions and affirmations are met.



Email Clearances

to Church Staff — Email: Ssnnyder@houseofthelordfellowship.org

Questions? Call/Text Church Staff: 1-570-748-6455

Concerns or questions about your clearance results? Please contact our Church Staff. Clearance results will always be reviewed and handled confidentially and in accordance with HOTLF safety policies and procedures.

Official Clearance Links & Resources



[PADHS Clearance Information](#)
Official PA DHS clearance page



[PA Child Abuse – CWIS](#)
Apply online



[PA State Police – PATCH](#)
Apply online



[DHS FBI Fingerprinting](#)
Codes, fees & instructions



HOTLF CHURCH
Lock Haven, PA USA