



## Our Lady of Guadalupe Roman Catholic Church BUCKINGHAM, PA

A vibrant, welcoming parish family dedicated to growing disciples and making church matter

September 2025

Dear Our Lady of Guadalupe PREP Volunteer,

Volunteers play a vital role in supporting the staff, students, and programs, services and ministries of Our Lady of Guadalupe Church (OLGC). Thank you for your generosity and willingness to volunteer. In accordance with Archdiocesan Policy, I have been asked to convey this important information to you and to ask for your full cooperation.

On October 22, 2014, Act 153 of 2014 was signed into law. This new law changed background check requirements for employees, contractors and volunteers. This law requires action on your part in order to remain or become a volunteer at OLGC. All employees, contractors and *volunteers* are required to obtain new clearances (child abuse history, state and federal criminal history checks) every 60 months.

The following clearances are required and information on how to obtain these clearances can be found by visiting the OLGC website [olguadalupe.org](http://olguadalupe.org) and selecting "Volunteer Information Packet" on the homepage.

1. **PA Criminal Record Check – Required by all volunteers** – Access this website to complete your online PA Criminal Record check: <https://epatch.pa.gov/home>
  - a. Completed online, instantly available to print, save and/or provide electronically.
2. **PA Child Abuse History Clearance - Required by all volunteers** – This is the website you will use to access the online application for your PA Child Abuse Clearance: <https://www.compass.state.pa.us/cwis/public/home>
  - a. Completed online and will be mailed and emailed within 14 days.
3. **FBI Federal Criminal History Record Check – Required by some volunteers** – This is the website you will use to access the online application for your FBI fingerprint check: <https://uenroll.identogo.com/> **SERVICE CODE : 1KG6ZJ**
  - a. This is a **2-STEP** process – (1) register and pay on-line (2) go to a fingerprinting site to have your fingerprints submitted electronically.
  - b. Volunteers who have **not** resided within PA for the past **10 years** must complete.
    - Registration is completed online, a physical appointment is necessary.
    - A receipt with the registration number must be provided to Anthony Mantellino OLGC Business Manager.
  - c. **Volunteers are exempt from this requirement if they:**
    - Have resided within Pennsylvania consecutively for the past **10 years**; **AND**
    - Complete and return the attached Volunteer Affidavit.

State Police and Child Abuse clearance fees will be waived by the state effective July 25, 2015. New volunteer clearances must be dated within one year. By law, if you do not have these documents submitted on or before their expiration date, your ability to volunteer will be in jeopardy.

**Additional training requirements for all PREP volunteers are as follows:**

All church personnel and volunteers who have regular contact with children must complete the following training:

1. Safe Environment Part I: Protecting God's Children
  - To register or post-register please go to [www.VIRTUS.org](http://www.VIRTUS.org)
2. Safe Environment Part II: Mandated Reporting of Suspected Child Abuse
  - Must be completed on-line through the OCYP website at [www.childyouthprotection.org](http://www.childyouthprotection.org) under "Training Institute".

Once you have received your updated clearances, please provide copies to Jeanne Senour. Simply mail copies to the Our Lady of Guadalupe Parish Office, Attn: Jeanne Senour, 5194 Cold Spring Creamery Road, Doylestown, PA 18902 or e-mail copies to [jsenour@olguadalupe.org](mailto:jsenour@olguadalupe.org). Anthony Mantellino at [generalmanager@olguadalupe.org](mailto:generalmanager@olguadalupe.org) . With renewed sentiments of deep appreciation for your time and talent, I am

Sincerely Yours in Our Lord,

Reverend Monsignor Joseph P. Gentili, S.T.D.  
Pastor



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### **VOLUNTEER AFFIDAVIT**

The undersigned, being duly sworn according to law herein swears and/or affirms that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- The position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide).  
Section 2702 (relating to aggravated assault).  
Section 2709.1 (relating to stalking).  
Section 2901 (relating to kidnapping).  
Section 2902 (relating to unlawful restraint).  
Section 3121 (relating to rape).  
Section 3122.1 (relating to statutory sexual assault).  
Section 3123 (relating to involuntary deviate sexual intercourse).  
Section 3124.1 (relating to sexual assault).  
Section 3125 (relating to aggravated indecent assault).  
Section 3126 (relating to indecent assault).  
Section 3127 (relating to indecent exposure).  
Section 4302 (relating to incest).  
Section 4303 (relating to concealing death of child).  
Section 4304 (relating to endangering welfare of children).  
Section 4305 (relating to dealing in infant children).  
Section 5902(b) (relating to prostitution and related offenses).  
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).  
Section 6301 (relating to corruption of minors).  
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal Law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its

territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as a perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Resources, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

August 1, 2015