



ANGLICAN DIOCESE OF PITTSBURGH

Clearance Instructions for Active Clergy

The care and protection of all those entrusted to our care is of the utmost importance. It is imperative that all clearances are properly maintained. To that end, all clergy and churches of the Anglican Diocese of Pittsburgh must submit appropriate verification of clearances and certificates of training completion to the Bishop's Office. **Full compliance is mandatory.**

There are three categories of (active) clergy that need to maintain clearances:

1. **Canonically resident parochial clergy:**
 - MinistrySafe and all three clearances required
2. **Canonically resident non-parochial clergy:**
 - MinistrySafe and all three clearances required
 - Annual Report of Ministerial Function
3. **Non-canonical licensed clergy:**

For those within the ACNA:

- Letter of Good Standing from his/her bishop
- MinistrySafe training
- State child abuse history clearance
- Annual Report of Ministerial Function

For those outside the ACNA:

- All of the above, and
- Oxford background check

Below are the resources that the Anglican Diocese of Pittsburgh uses to this end:

1. MinistrySafe Sexual Abuse Awareness Online Training

Renew every 3 years. Parochial clergy should contact their church administrator to initiate the training; all other clergy should contact [Christina Silva](#) to initiate training.

The cost for those NOT under the Philadelphia Insurance Company is \$5.

2. FBI Fingerprinting

Renew every 5 years. Clergy are NOT permitted to use the waiver.

PA clergy: Appointments are scheduled at <https://uenroll.identogo.com/>, using service code **1KG756**.

The cost is \$25.25.

Out-of-state clergy: <https://www.identogo.com/services/live-scan-fingerprinting> or <https://www.nbinformation.com/order.php>

Chicagoland clergy: <https://www.bioscantek.com/home>

3. State Child Abuse History Clearance

Renew every 5 years.

PA clergy: Visit the Child Welfare website at <https://www.compass.state.pa.us/cwis/public/home>. The cost is \$13.

Out-of-state clergy: check the current requirements for each state at <https://www.adoptuskids.org/for-professionals/interstate-adoptions/state-child-abuse-registries>.

4. Oxford Management Document Company Background Report

Renew every 5 years. With no report, a ten-year background check must be completed. The Oxford report includes a state criminal record check.

Contact [Christina Silva](#) to initiate an Oxford check. The Diocese is billed and, in turn, invoices the individual.

There are two fees from Oxford. The initial fee is \$120 (5 years) or \$155 (10 years). The second fee covers the cost for the public records that they request, and this varies by individual (i.e. number of places which the individual has lived, as well as the costs associated with those specific states/countries). Please see [OxfordDoc.com](#) for the public records fee schedule. (Note: the credit check and motor vehicle records are included in basic check already).

Questions?

Contact Christina Silva, diocesan executive assistant, at csilva@pitanglican.org.