



**CLEARANCE INSTRUCTIONS**  
for  
**ACTIVE CLERGY**

**Oxford Management Document Company Background Report**

Renew every 5 years. With no report, a ten-year background check must be completed; otherwise. This report includes a State Criminal Record Check.

Contact the Bishop's office to initiate an Oxford check. The cost varies; please see [OxfordDoc.com](http://OxfordDoc.com) for the fee schedule. The Diocese is billed and, in turn, invoices the individual.

**Ministry Safe Sexual Abuse Awareness Online Training**

Renew every 3 years. The cost for those NOT under the Philadelphia Insurance Company is \$5.00.

**FBI Fingerprinting**

Renew every 5 years. Clergy are NOT permitted to use the waiver. Appointments are scheduled at <https://uenroll.identogo.com/>

Use service code 1KG738

The cost is \$23.85

**State Criminal Record Check**

Visit <https://epatch.state.pa.us/> for a record check in Pennsylvania.

The cost for staff is \$22.00

**PA Child Abuse History Clearance**

Visit the Child Welfare website at <https://www.compass.state.pa.us/cwis/public/home>

The cost is \$13.00

**Questions?** Contact [Christina Silva](#) at the Diocese office.