

**North American Martyrs Parish and School Safe Environment Office**  
**Donna Lew-Buechel, Safe Environment Coordinator (SEC)**  
2526 Haymaker Road  
Monroeville, PA 15146  
[northamericansec@gmail.com](mailto:northamericansec@gmail.com)

**CHANGES IN THE CLEARANCE PROCESS FOR VOLUNTEERS DUE TO MODIFICATIONS  
IN THE STATE OF PENNSYLVANIA**

**ALL QUESTIONS REGARDING THE LISTED INFORMATION SHOULD BE DIRECTED TO THE ABOVE**

**Prior to August 24, 2015 any volunteers who have completed the following:**

- 1) Completed registration on the Safe Environment Database via [www.diopitt.org](http://www.diopitt.org). A Pennsylvania State Police Criminal Clearance (PSP) is automatically processed when registration is complete
- 2) Completed and returned the Pennsylvania Department of Welfare Clearance form and authorization form in the yellow volunteer envelope found in the entrances of the church and school and returned to the above. OR have supplied a copy of the clearance previously run to the above that is within one year of the date office received
- 3) Have completed the workshop Protecting God's Children and have supplied a copy of the certificate to the above within three months of registering on the Safe Environment Database via [www.diopitt.org](http://www.diopitt.org)

....are required to either obtain an FBI clearance or sign the FBI clearance waiver stating that continuous residency in the Commonwealth of Pennsylvania has been 10 years or more. If you choose, the cost of the FBI clearance will be reimbursed via check from the parish and/or school if the proper receipts are submitted to the above office only.

Volunteers who have complied with the above ARE permitted to volunteer in the parish and/or school with the understanding that the FBI clearance is being actively sought or the waiver is signed if applicable.

**AUGUST 25, 2015 and forward:**

**ALL persons are required to have the following BEFORE volunteering in the parish and/or school**

- 1) Completed registration on the Safe Environment Database via [www.diopitt.org](http://www.diopitt.org). A Pennsylvania State Police Criminal Clearance (PSP) is automatically processed when registration is complete
- 2) \*\*\*A processed Pennsylvania Department of Welfare Child Abuse clearance issued by the state\*\*\*
- 3) A processed FBI clearance or a signed waiver stating that continuous residency in the Commonwealth of Pennsylvania has been 10 years or more
- 4) Attendance at a Protecting God's Children Workshop within 3 months of registering on the Safe Environment Database via [www.diopitt.org](http://www.diopitt.org)

\*\*\*The Department of Welfare Pennsylvania Child Abuse Clearance forms are in the volunteer packet found at all the entrances/exits of the church, or, if you choose, they can be found and filed online at [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home). A "Pay code" for North American Martyrs is required by the State if you choose this option. Please contact Donna Lew-Buechel at the email address sat the top of this page for this code.