

PA Child Abuse History Clearance Form and Instructions

THIS CLEARANCE CAN NOT BE DONE ONLINE

- Type or print clearly and neatly in ink only
- Applicants are to complete Section 1 only
- The space for the applicant's name must be the applicant's full legal name. An initial is not acceptable for a first name. The address listed must be applicant's current home address. This is also where the results of the clearance will be mailed
- The applicants Social Security number is voluntary. If filling in the Social Security number please fill in the entire Social Security number
- Age- Fill in the applicant's current age
- Date of Birth- Fill in the applicant's date of birth (Example: 01/22/1990)
- Daytime Phone Number- Fill in the number for where the applicant can be reached in the event that there are questions about the information on the application.
- Sex- Check the appropriate box for male or female
- County you live in- Fill in the name of the county where you reside (this should be the county for the address that the applicant filled in the space on the left of this section).
- **Purpose of Clearance- Do NOT check more than one box**
 - **Check the school employee box for reason for request**
- All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. Household members section must include member's relationship to applicant, their age, and their sex. Applications where this section is left blank will be rejected and returned to the applicant.
- Application must be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.
- **Enclose a \$10.00 money order for each application. No cash or personal checks accepted. Money orders can be purchased at any Turkey Hill Store, Giant Store, your local bank or most convenience stores in PA.**
- Do not send any postage paid return envelopes. Results are issued through an automated system generated mailing process.
- Application should be placed in a business-sized or larger envelope prior to mailing.
- You do have the option of Driving directly to the Child Abuse Background check site. The building is in Harrisburg (less than an hour drive) .Driving there directly will cut back on your wait time. **Wait time at the Site is 15 minutes** as opposed to 4 weeks via mailing the form in.

Directions to the Child Background Building:

- 283 W to 283N to 83 N
- 83 N to 81 S
- Take Exit 69 Progress Avenue and bear right to go South on Progress Avenue
- At 2nd light, make a right onto Elmerton Avenue (CVS is on the right)
- Continue on Elmerton Avenue, at 4th light make a left onto Sycamore Drive
- Continue on Sycamore drive until you get to a BIG speed bump
- After the speed bump you will see a big, red brick building on the right. Parking lot is on the left. You can park anywhere in the lot.
- Walk across Sycamore to the brick building (53 Hillcrest).
- Inside the entrance there is a phone on the wall. You want the phone number that is for the Child Background Check.

They are open 8:30 am – 11:45 am and 1 pm – 4:45 pm Mondays thru Fridays.

Clearance results will be mailed to you within 14 days from the date that the clearance application is received. There will be no replacements after 90 days. Failure to comply with the above instructions will cause considerable delay.

Please contact the following for applicable criminal history requests and status: PA Child Abuse Form: (717) 783-6211 option #4

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. Print clearly in ink. Enclose \$10.00 money order ONLY, payable to DEPARTMENT OF PUBLIC WELFARE. **DO NOT send cash or personal check.**
 Send to CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170
APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE

ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

COUNTY YOU LIVE IN

M F

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

PURPOSE OF CLEARANCE (Check ONE block ONLY)

- Child Care Services Employee
- Foster Care Adoption School Employee
- Employment with a significant likelihood of regular contact with children
- Volunteers - A copy of your **PROCESSED** "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their **PROCESSED** FBI clearance (Form FD-258).
- DPW Employment & Training Program Participant
(signature required below)

SIGNATURE OF OIM/CAO REPRESENTATIVE

OIM/CAO PHONE NUMBER

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

1. (LAST, FIRST, MIDDLE)
2. (LAST, FIRST, MIDDLE)
3. (LAST, FIRST, MIDDLE)
4. (LAST, FIRST, MIDDLE)
5. (LAST, FIRST, MIDDLE)

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at any time since 1975 to the present)

NAME (Last, First, Middle) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
_____ VERIFIER	_____ DATE	_____ VERIFIER'S SUPERVISOR	_____ DATE

SECTION III	VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES
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_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an **indicated** child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

_____ VERIFIER	_____ DATE	_____ VERIFIER'S SUPERVISOR	_____ DATE
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