

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 Elmerston Avenue (CVS is on the right)
- Continue on Elmerston 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


Child Abuse Clearance On-line Application instructions:

1. Log in to the PA child welfare information website:

<https://www.compass.state.pa.us/cwis/public/home>

The screenshot shows the Pennsylvania Child Welfare Information System (CWIS) website. At the top, there is a dark blue header with the 'PA' logo and the word 'pennsylvania'. Below the header, the page title is 'Create Keystone ID: General Information'. A navigation bar shows two steps: '1 General Information' (active) and '2 Profile Information'. The main content area has a 'Welcome!' message and explains that the Commonwealth of Pennsylvania is improving its online services. It lists two services: 'Child Welfare Portal' (for child abuse history clearance or referrals) and 'SERS' Online Member Services' (for retirement statements and estimates). A note at the bottom states that users do not need to create a new Keystone ID if they already have one, and that changes made in any program will apply to all programs using the Keystone ID. At the bottom right, there are 'Next' and 'Cancel' buttons.

2. Click on "Create a New Account "



pennsylvania
CHILD WELFARE INFORMATION SOLUTION


FAQ | Contact Us

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE
Child Welfare Portal

Our service provides a means for mandated reporters to report child abuse in Pennsylvania and for users to apply for a PA Child Abuse History Clearance online.

[CREATE A NEW ACCOUNT](#) or [LOGIN](#)



3. Follow instructions to create a Keystone ID

Create Keystone ID: Profile Information

1	➔	2	🏠
General Information		Profile Information	

• = Required

To create a new Keystone ID, please provide the following information:

• Keystone ID	<input type="text"/>	(must be 6 to 10 characters)
• First Name	<input type="text" value="Keystone ID"/>	
• Last Name	<input type="text"/>	
• Date Of Birth	<input type="text"/>	(MM/DD/YYYY)
• E-mail	<input type="text"/>	
• Confirm E-mail	<input type="text"/>	

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.
Security Question Tips
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.
Avoid using special characters (\$#@) and punctuation (" , - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

• Security Question 1	Please select a security question	▼
• Answer	<input type="text"/>	
• Security Question 2	Please select a security question	▼
• Answer	<input type="text"/>	
• Security Question 3	Please select a security question	▼
• Answer	<input type="text"/>	

For security reasons, please answer the following question.

Question	Write in words the number characters in 'United States of America'?
• Answer	<input type="text"/>

4. Check your e-mail for your temporary password for your Keystone ID



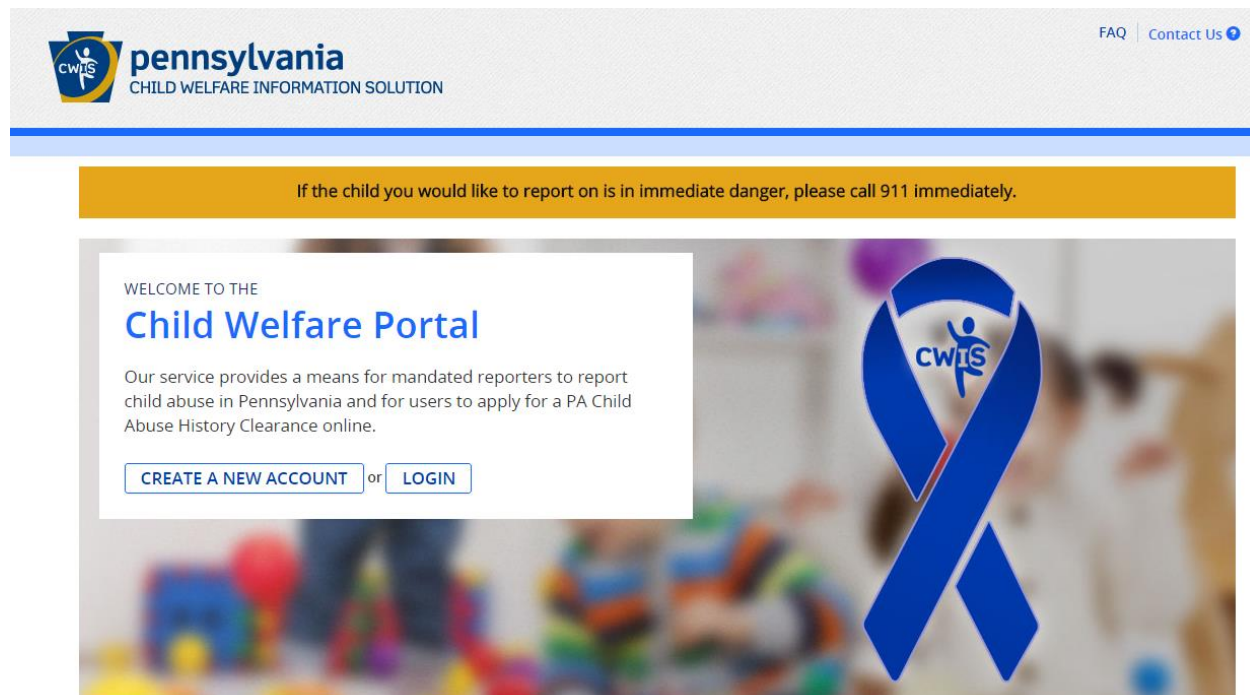
Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

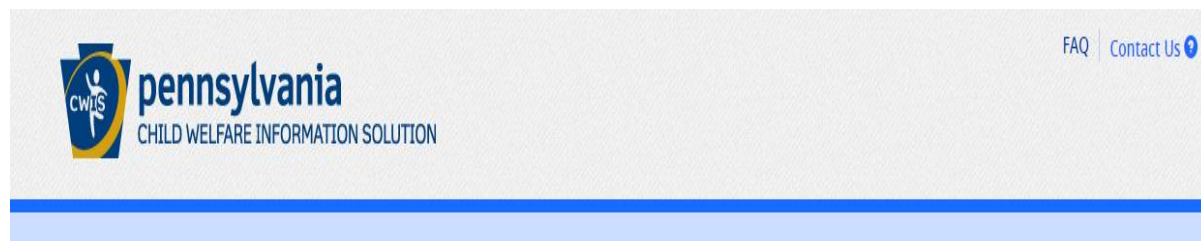
Please click the Close Window button and login to your application.

Close Window

5. Log back in to the Child Welfare portal and click on **Login** (use the username and password that you just created)



6. Click on **access my clearances**



What Would You Like To Do Today?

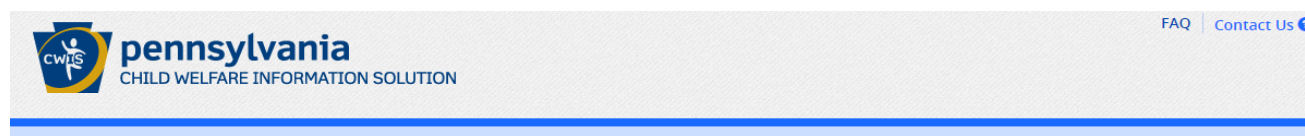
Please select which account you would like to access.

[ACCESS MY CLEARANCES](#)

[ACCESS MY REFERRALS](#)



7. Click on **Continue (at the bottom)**



Learn More

ABOUT THIS WEBSITE

This secure website is provided for individuals who want to have their **Pennsylvania Child Abuse History Clearance** processed online. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.

DISCLOSURE OF PERSONAL INFORMATION

Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

Social Security Number Disclosure

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being 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. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM.

Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

[CONTINUE](#) ▶

8. Log in to the Keystone ID Portal



Keystone Key

LOGIN

Self-service for Citizens

 [Forgot Password](#)

 [Edit Profile](#)

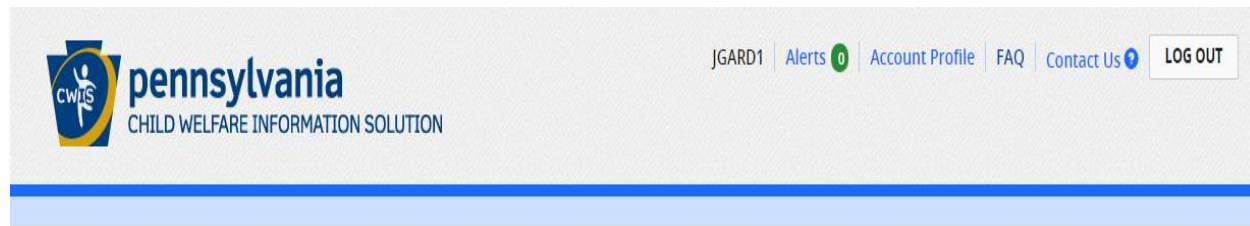
Self-service for Commonwealth Employees

 [Change CWOPA Password or Hint Questions](#)

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit.

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9. Click on Create Clearance Application



My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION


ADD APPLICATION TO ACCOUNT

Getting Started

What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided a code by the organization that is asking you to apply for a clearance, you will have a chance to enter the code on the payment page. Otherwise, you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by [clicking here](#) .

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address.


Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Credit/Debit Card information for a \$10 application fee (or a payment code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Clearance)

10. Click on Begin

Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the [Commonwealth of Pennsylvania's Privacy Policy](#)  Additionally more information is provided in the [Rights and Responsibilities](#).

If you have any questions about your application, please refer to the [Frequently Asked Questions](#) page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

◀ PREVIOUS

BEGIN ▶

11. VERY IMPORTANT!! Choose School Employment for your reason.

[Back To My Account](#)

e-Clearance ID: 00000008345

DELETE APPLICATION

SAVE APPLICATION

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment


Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

- Volunteer: You are a current or prospective volunteer at a place where you may come into contact with children (Example: Big Brothers Big Sisters, Domestic Violence Shelter, Rape Crisis Center, etc.).
- Adoption: You are a prospective adoptive parent.
- Foster Care: You are a current or prospective foster parent or you are requesting recertification.
- Regular Contact with Child: You are currently employed or seeking employment in an occupation with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.
- School Employment: You are a current school employee or prospective school employee (e.g., teacher, janitor, contractor within a school).
- Child Care Service Employee: You are a current employee or prospective employee in one of the following:
 - Child day care center, group and/or family day care home, boarding home for children, juvenile detention center or program for delinquent/dependent children
 - Mental health, mental retardation, early intervention and drug/alcohol services for children
 - Any other child care services which are provided by or subject to approval, licensure, registration or certification by the Department of Public Welfare or a county social services agency
- DPW Employment & Training Program Participant: You are participating in an employment and/or training program through a County Assistance Office or the Department of Public Welfare's Office of Income Maintenance (OIM).

NEXT ▶

CHOOSE SCHOOL EMPLOYMENT AS YOUR REASON

 School Employment: You are a current school employee or prospective school employee (e.g., teacher, janitor, contractor within a school).

[Back To My Account](#)

e-Clearance ID: 00000008345

DELETE APPLICATION

SAVE APPLICATION

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

First Name <small>(required)</small>	Middle Name	Last Name <small>(required)</small>	Suffix
<input type="text" value="Johanna"/>	<input type="text" value="Eg., Scott"/>	<input type="text" value="Gardiner"/>	<input type="text" value="--Select--"/> <input type="button" value="v"/>
Date of Birth <small>(required)</small>	Gender <small>(required)</small>		
<input type="text" value="09/10/1971"/>	<input type="text" value="Female"/> <input type="button" value="v"/>		

Your Social Security number is also being 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. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Yes No

12. Use your Etown college email address

SSN

The email address below will be used for all emails regarding the submission and status of your application. If you would like to use a different email address, return to your PA Child Abuse History Clearance Account and click the Account Profile link provided at the top of the screen. This application will be available for you to continue from your account after your email has been updated. [Click here to return to your PA Child Abuse History Clearance Account to update your email address.](#)

Email Address

Do you have any previous names or nicknames that you have used in the past or that you may be known by? (required)



Yes No

Contact Information

[+](#) ADD CONTACT NUMBER

	Phone Type	Phone Number	Extension
--	------------	--------------	-----------

EDIT

DELETE

[◀ PREVIOUS](#)

[NEXT ▶](#)

13. Enter your home address here.

Current Address

Please enter your home and mailing address information on this page, and indicate your preferred certificate delivery method below.

Please keep a copy of this e-Clearance ID for future reference.

Home Address

Country (required)

Address Line 1 (required)

Address Line 2

City (required)

State (required)

Zip Code (required)

County


14. IMPORTANT: Please make sure you enter your college mailing address here.

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

Attention

We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.

Is your mailing address the same as your home address? (required) 

Yes No

Country (required)

Address Line 1 (required)

Address Line 2

City (required)

State (required)

Zip Code (required)

County

Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

Note

The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? (required)

Yes No

Important

You will continue to receive application updates and your certificate online, regardless of your answer.

[←PREVIOUS](#)

[NEXT▶](#)

Previous Addresses

Please enter everywhere you have lived since 1975.If you cannot remember exact addresses, please enter as much information as you can.

[+](#) ADD PREVIOUS ADDRESS

	Country	Street Address	City	State	Zip Code	County
--	---------	----------------	------	-------	----------	--------

EDIT

DELETE

[←PREVIOUS](#)

[NEXT▶](#)

Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

[+](#) ADD HOUSEHOLD MEMBER

	Full Name	Relationship To Applicant	Current Age	Gender
--	-----------	---------------------------	-------------	--------

EDIT

DELETE

[◀ PREVIOUS](#)

[NEXT ▶](#)

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

15. Review all information to ensure that it is correct.

Application Purpose [EDIT](#) [-](#)

Application Purpose **School Employment**

Applicant Information [EDIT](#) [+](#)

Current Address [EDIT](#) [+](#)

Previous Address [EDIT](#) [+](#)

Household Members [EDIT](#) [+](#)

[◀ PREVIOUS](#)

[NEXT ▶](#)

eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

- I hereby certify that the information entered on this report 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). (required)

Signature (required)

◀ PREVIOUS

NEXT ▶

16. For payment code, Choose NO.

Application Payment

Did an organization provide a payment code for your application? (required) ?

Yes No

To submit a payment for your application, please click the "Make A Payment" button at the bottom of this page.

You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page.

If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it.

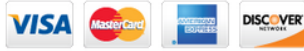
◀ PREVIOUS

MAKE A PAYMENT ▶

You are allowed two attempts to make an electronic payment. After two failed electronic payment attempts, you will be required to submit a paper application.

Name on Credit/Debit Card

Credit/Debit Card Number



Credit/Debit Card Expiration Month

Credit/Debit Card Expiration Year

Credit/Debit Card Verification Code



Credit/Debit Card Billing Street Address

Credit/Debit Card Billing Zip Code

< PREVIOUS

PAY NOW >

Payment Completed

Your application has not been submitted yet! To submit your application, click the Finalize and Submit Application button below.

- Transaction ID: 8659B40B-D7FA-411F-8EFC-A630652C7A36
- Amount Paid: \$10.00
- Description: e-Clearance ID: 8345
- Payment Timestamp: Fri Jan 09 10:36:06 2015

FINALIZE AND SUBMIT APPLICATION >

17. Choose “Go to PA Child Abuse History Clearance Account”

Submission Confirmation

Success.

Your application (e-Clearance ID: 000000008345) has been successfully submitted!

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own record. For confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

LOG OUT

GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT

SUBMIT ANOTHER CLEARANCE APPLICATION

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION


ADD APPLICATION TO ACCOUNT

Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

e-Clearance ID: 000000008345 

RESUBMIT

Purpose School Employment

Created On 01/09/2015

Updated On 01/09/2015

Your application has been processed. [To view the result, click here.](#)

18. Click on the link “To view the result, click here. “

Your application has been processed. [To view the result, click here.](#)

Once you click on the link, you will be able to print your clearance. **Please print 2 copies. One for yourself to use as your original and one to turn in to the Education Department office.**

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 CIMCAO REPRESENTATIVE

CIMCAO 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	
<p>_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.</p> <p>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.</p> <p>It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.</p>			
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE			
<input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred in the last five years. <input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred over five years ago. <input type="checkbox"/> Applicant is named as the perpetrator of an indicated child abuse or school employee report. <input type="checkbox"/> 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			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached.			
FBI CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached. <input type="checkbox"/> No FBI clearance required.			
_____		_____	
VERIFIER	DATE	VERIFIER'S SUPERVISOR	DATE

DIRECTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION:

1. Applicants are to complete Section I only.
2. Type or print clearly and neatly in ink only.
3. 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.
4. The applicant's Social Security number is voluntary. If filling in the Social Security number please fill in the entire Social Security number.
5. Age – Fill in the applicant's current age.
6. Date of Birth – Fill in the applicant's date of birth (Example: 01/22/1990).
7. 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.
8. Sex – Check the appropriate box for male or female.
9. 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).
10. Purpose of Clearance – Do not check more than one block:
 - a. Check the Child Care box if planning to work in a day care or child care setting.
 - b. Check the Foster Care box if applying as a prospective foster parent.
 - c. Check the School Employee box if seeking to have involvement within a school (public, private, vocational, or technical) for employment or volunteer purposes OR check this box if a child abuse clearance is needed due to enrollment in an educational program such as a nursing school or technical program.
 - d. Check the Adoption Block if in the process or planning to adopt a child.
 - e. Check Employment With A Significant Likelihood of Regular Contact With Children if NONE of the other options relate to why a child abuse clearance is needed.
 - f. Check the Volunteers box if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. As noted on the form, if the Volunteer box is checked, the applicant must also attached A COPY of the RESULTS from their PA State Police Criminal History Record Check. Do not send original criminal record results because the original cannot be returned. If the applicant is not a current Pennsylvania resident, the applicant must also attach a copy of their FBI Criminal History results obtained within the past year.
 - g. Check the DPW Employment & Training Program Participant box if the applicant is participating in a Department of Public Welfare employment and training program through a county assistance office, or CAO, or the Office of Income Maintenance, OIM. The signature AND phone number of the CAO or OIM representative is required.
11. Previous Names Used Since 1975 - The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.
12. Previous Addresses Since 1975 - List all addresses where the applicant has resided since 1975. The applicant can attach an additional sheet of paper with all of the addresses listed if necessary. If the applicant cannot remember the exact mailing addresses since 1975, filling in as much information as possible about the location will be acceptable.
13. Household Members - Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived. Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their sex. Applications where this section is left blank will be rejected and returned to the applicant.
14. Applications must be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.
15. Enclose a \$10.00 money order for each application. No cash or personal checks will be accepted. Agency or business checks are acceptable.
16. Do not send any postage paid return envelopes for us to return your results. Results are issued through an automated system generated mailing process.

Note: Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. Failure to comply with the above instructions will cause considerable delay in processing the results of an applicant's child abuse clearance.