

DEPARTMENT OF PUBLIC WELFARE  
Childline and Abuse Registry

**PLEASE COPY AND ATTACH THIS DIRECTION SHEET TO EVERY APPLICATION  
DISTRIBUTED**

**DIRECTIONS**

1. Type or print **CLEARLY AND NEATLY IN INK** Section I only.
2. Address must be **APPLICANT'S** current home address.
3. 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. If necessary, attach additional pages.
4. Application must be **SIGNED**.
5. Enclose a **\$10.00 MONEY ORDER** for each application. No cash or personal checks accepted. Agency or business checks are acceptable.
6. **DO NOT** send any postage paid return envelopes.
7. Application should be placed in a **BUSINESS-SIZED OR LARGER** envelope prior to mailing.
8. **ONE BLOCK** must be checked for Purpose of Clearance. **DO NOT** check more than one block.
  - a. **Check the Volunteers Block** if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. **DO NOT** send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. **THIS BLOCK SHOULD NOT BE CHECKED FOR ANYONE VOLUNTEERING IN SCHOOLS.**
  - b. **Check the School Block** if seeking to have involvement within a school (public, private, vocational, technical, nursing) **FOR ANY REASON.**
  - c. **Check the Foster Care Block** if applying for foster parenting or custody of a child.
  - d. **Check the Adoption Block** if in the process or planning to adopt a child.
  - e. **Check the Child Care Block** if planning to work in a day care setting or if all other blocks do not apply.
  - f. **Check the CWEP Block** if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

**CLEARANCE RESULTS WILL BE MAILED TO YOU WITHIN 14 DAYS FROM THE DATE THAT THE CLEARANCE IS RECEIVED IN OUR OFFICE. 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:  
PA Criminal Record Checks (Sp4 164) (717) 783-9144 or (717) 783-9973

# 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

**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 <input type="checkbox"/> M <input type="checkbox"/> F	COUNTY YOU LIVE IN	

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

1 (FIRST, MIDDLE, LAST)	2 (FIRST, MIDDLE, LAST)	3 (FIRST, MIDDLE, LAST)
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### PURPOSE OF CLEARANCE (Check ONE block ONLY)

CHILD CARE     
  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).     
  CWEP (Community Work Experience Program Participant)

FOSTER CARE  
 ADOPTION  
 SCHOOL

\_\_\_\_\_ SIGNATURE OF CAO REP      \_\_\_\_\_ CAO PHONE NO.

### PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1.
2.
3.
4.

### HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) 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

APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.     
  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

\_\_\_\_\_ 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