

# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I 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  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">AGE</td> <td style="width: 33%;">DATE OF BIRTH</td> <td style="width: 33%;">DAYTIME PHONE NO.</td> </tr> <tr> <td colspan="2">SEX <input type="checkbox"/> M <input type="checkbox"/> F</td> <td>COUNTY YOU LIVE IN</td> </tr> </table>	AGE	DATE OF BIRTH	DAYTIME PHONE NO.	SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN
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)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

### PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> 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 FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
<input type="checkbox"/> FOSTER CARE		
<input type="checkbox"/> ADOPTION		
<input type="checkbox"/> 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

<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

\_\_\_\_\_ 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



**Pennsylvania Department of Education (PDE)  
FBI Federal Criminal History Records for Prospective Employees  
December 1, 2008**

Act 114 of 2006, Section 111 of the Pennsylvania Public School Code outlines background check requirements for student teachers and the employees of public and private schools and their contractors.

The Act requires that

- all student teachers (participating in classroom teaching, internships, clinical or field experience) and
- prospective employees (including, but not limited to: administrators, teachers, substitutes, janitors, cafeteria workers and office employees)
- of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers
- who have direct contact with children

must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This applies to employees hired on or after April 1, 2007.

Employees hired prior to April 1, 2007, were only required to provide the Federal Criminal History record if they have lived outside of Pennsylvania for at least two years immediately preceding their application for employment.

**Implementation Timeline**

PDE contracted with Cogent Systems to manage the fingerprinting process for the Commonwealth. This included establishing a website, staffing a help desk, and establishing fixed site locations for the taking of and transmitting of applicants' fingerprints. These services became operational, March 30, 2007.

During the first year of this requirement, over 170,000 individuals were fingerprinted and obtained federal Criminal History Record Information (CHRI) reports from the FBI. During the first twenty months of the operation of this program, the FBI mailed paper copies of the reports to PDE, the reports were then mailed to the applicants. Given the high volume of reports and the need to improve the process, PDE requested that Cogent Systems develop a process that could be managed entirely

[Home](#) | [Back](#)

COPYRIGHT © 2000-2008 Cogent, Inc. All rights reserved.

**Pennsylvania Department of Education (PDE)  
FBI Federal Criminal History Records for Prospective Employees  
December 1, 2008**

Act 114 of 2006, Section 111 of the Pennsylvania Public School Code outlines background check requirements for student teachers and the employees of public and private schools and their contractors.

The Act requires that

- all student teachers (participating in classroom teaching, internships, clinical or field experience) and
- prospective employees (including, but not limited to: administrators, teachers, substitutes, janitors, cafeteria workers and office employees)
- of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers
- who have direct contact with children

must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This applies to employees hired on or after April 1, 2007.

Employees hired prior to April 1, 2007, were only required to provide the Federal Criminal History record if they have lived outside of Pennsylvania for at least two years immediately preceding their application for employment.

### **Implementation Timeline**

PDE contracted with Cogent Systems to manage the fingerprinting process for the Commonwealth. This included establishing a website, staffing a help desk, and establishing fixed site locations for the taking of and transmitting of applicants' fingerprints. These services became operational, March 30, 2007.

During the first year of this requirement, over 170,000 individuals were fingerprinted and obtained federal Criminal History Record Information (CHRI) reports from the FBI. During the first twenty months of the operation of this program, the FBI mailed paper copies of the reports to PDE, the reports were then mailed to the applicants. Given the high volume of reports and the need to improve the process, PDE requested that Cogent Systems develop a process that could be managed entirely online to expedite the process. As of December 1, 2008, the new process is in place and is described in this document.

### **The Process**

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com) Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$33.00 for the fingerprint service and the CHRI. The new system provides the CHRI online to the employer. In order for the applicant to receive a paper copy of the report, the applicant will pay an additional fee of \$2.50 for processing. If the applicant requests a paper copy, the total fee will

be \$35.50. The applicant must make the choice to receive a paper copy at the time of registration. The applicant will have no other access to a paper copy other than during the registration process.

3. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

**Agency Billing.** Agencies that request to pay applicants' fees may arrange to be billed by Cogent Systems for the cost of these services. Billing may only occur after the requesting agency has completed Cogent Systems' Agency Pay Agreement. To establish a billing account visit [www.pa.cogentid.com](http://www.pa.cogentid.com) and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

4. The applicant proceeds to the fingerprint site of choice. Location of fingerprint sites and days and hours of operation for each site are posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
5. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
6. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce an acceptable photo ID.
7. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
8. **For individuals fingerprinted on and after December 1, 2008 –**  
*The process was redesigned with approval from the Pennsylvania State Police and the FBI. The time for processing is anticipated to take no longer than two days.*
  - Applicants' scanned fingerprints will be electronically transmitted to the FBI by Cogent Systems.
  - The FBI will electronically transmit the CHRI to Cogent Systems, where the CHRI will be stored in a secure server.
  - The CHRI will be available online for the School Administrator to review. Administrators receive login and password information from Cogent Systems.
  - The CHRI that is available for review online constitutes the official record. Applicants give permission for the School Administrator to review the report during the registration process.
  - The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children.
  - If the applicant is hired for the position, the School Administrator will print a copy of the CHRI for the school's files.
  - Applicants may request a paper copy of the CHRI when they register to be fingerprinted. This will be the applicants' only opportunity to request a copy.
  - The paper copy will be mailed to these applicants by Cogent Systems. The "unofficial" paper copy is a copy of the CHRI that the School Administrator will review online.
  - The applicant may share the paper copy of the CHRI with prospective employers. However, the School Administrator is required to review the official CHRI online and print a copy of the CHRI if the applicant is hired by the public school or

private school or their contractor, or if the applicant is approved for student teaching.

**9. For individuals fingerprinted prior to December 1, 2008 –**

*Applicants will receive the official report on watermarked paper from PDE.*

- PDE will receive the CHRI from the FBI via Cogent Systems.
- PDE's School Services Unit will copy the CHRI and mail it to the applicant. The CHRI will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper.
- The applicant will provide the CHRI to their prospective employer. The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children. If the applicant is hired for the position, the School Administrator prints a copy of the CHRI for the school's files.
- The CHRI must be less than 12 months old at the time of employment to be considered valid. The date of the CHRI is considered to be the date on which the individual was fingerprinted.
- **This document constitutes an official Record.** If an applicant, fingerprinted prior to December 1, 2008, presents their CHRI and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official record.
- Applicants who were fingerprinted prior to December 1, 2008, who have not yet received their CHRI from PDE, should contact PDE at (717) 783-3750 or email PDE at [dwolfgang@state.pa.us](mailto:dwolfgang@state.pa.us).

### **Provisional Employment**

The Act allows Administrators to employ applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970, known as the "Public Employee Relations Act", provided all of the following conditions are met:

- The applicant has applied for the information required under subsection (b) and, where applicable, under subsection (c) or (c.1), and the applicant provides a copy of the appropriate completed request forms to the Administrator.
- The Administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment pursuant to subsection (e).
- The applicant swears or affirms in writing that they are not disqualified from employment pursuant to subsection (e).
- If the information obtained pursuant to subsection (b), (c), or (c1) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended and subject to termination proceedings as provided for by law.
- The Administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the vicinity of a permanent employee.