

DEPARTMENT OF PUBLIC WELFARE  
ChildLine and Abuse Registry  
P. O. Box 8170  
Harrisburg, PA 17105-8170

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

\*Do not use Xeroxed copies of the Child Abuse History Clearance. To reorder forms, please call (717) 783-6211.

**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 School Block** if seeking to have involvement within a school (public, private, vocational, technical, nursing) **FOR ANY REASON.**
  - b) **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. **A copy of your Criminal Record Check results obtained within the past year must be attached. 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.**
  - c) **Check the Foster Care Block** if applying for foster parenting or custody of a child.
  - d) **Check the CWEP Block** if in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

***Failure to comply with the above instructions will cause a considerable delay.***

**THE RESULTS OF YOUR CLEARANCE WILL BE MAILED WITHIN 14 CALENDAR DAYS.**

Please contact the following for applicable criminal history requests:

PA Criminal Record Checks (SP4 164): (717) 783-5494 or (717) 783-5492  
FBI Cards for School Employees (FD 258): (717) 783-3750