

## ACT 151 PA CHILD ABUSE HISTORY CLEARANCE

**\*\*ALL APPLICANTS MUST OBTAIN A PA CHILD ABUSE HISTORY CLEARANCE. ALL CLEARANCES ARE VALID FOR ONE YEAR FROM THE DATE ISSUED\*\***

### **DIRECTIONS:**

- 1.) Complete *Section I* of the attached application only - Type or print clearly and neatly in ink.
- 2.) *Applicant Identification* - Complete full name (no initials), current address, and personal information.
- 3.) *Previous Names* - All information must be completed in full. Provide all names used since 1975 including maiden names, nicknames and aliases.
- 4.) *Purpose of clearance* - 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. 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.
- 5.) *Previous Addresses* - Provide all previous addresses since 1975 (attach additional pages if necessary). This information must be provided to the best of your knowledge and belief.
- 6.) *Household members* - List everyone who has lived with you at anytime since 1975 to the present (attach additional pages if necessary).
- 7.) Application must be signed and dated.
- 8.) Applications should be placed in a business-sized (or larger) envelope prior to mailing.
- 9.) Submit the completed application, along with a \$10.00 money order for each application, payable to Dept. of Public Welfare (personal checks or cash are **NOT** acceptable) to:

Department of Public Welfare  
Childline and Abuse Registry  
P.O. Box 8170  
Harrisburg, PA 17105-8170

**FAILURE TO COMPLY WITH THE ABOVE DIRECTIONS WILL CAUSE A CONSIDERABLE DELAY.**

The results of your Child Abuse Clearance will be mailed to you within 14 days. For status of a request, call the Department of Public Welfare Childline and Abuse Registry at (717)-783-6211. Requestor should present the original Pennsylvania Child Abuse History Clearance document to the prospective employer(s).