HOW TO OBTAIN CRIMIMAL AND CHILD ABUSE CLEARANCES

IMPORTANT: Please note all volunteers that enter our school, including Homeroom parents, lunch monitors, special lunch volunteers, library aides, and field trip chaperones must have the following:

1. A current Pennsylvania State Police criminal record check (must be renewed every five years and a copy provided to the rectory.)

   To obtain a certificate of (no) criminal record, log onto https://epatch.state.pa.us. This takes you to the Pennsylvania Access to Criminal History home page. Click on the Record Check drop down box (center of page under the heading) and click on New Record Check. Follow the prompts. Cost is $10.00 payable by credit card. After a few moments, your certificate is ready to print. You will need three copies (one for your records, one for the rectory and one for the Child Abuse clearance (step 2).

2. A current Pennsylvania Child Abuse History Clearance (must be renewed every five years and a copy provided to the rectory.)

   To download the proper form, log onto
   http://www.dpw.state.pa.usiPartnersProvidersiChildWelfarel003671038.htm

   You may also find it by doing a search on Pennsylvania Department of Public Welfare Child Abuse History Form. A PDF download is available in the middle of the page. Print out a copy, fill it out, attach a copy of your criminal background check and a money order (personal checks are not accepted) for $10.00 and send it to the listed address at the top of the form.

   When you receive your child abuse clearance (it takes between 4-6 weeks) take it and your criminal background check to the rectory for filing. Be sure to keep a copy for your records. THIS YEAR you have the option to have your paperwork sent DIRECTLY to the Rectory. Please use the form titled “Consent Release of Information Authorization Form for the PA Child Abuse History Clearance”.

3. It is also mandatory for you to attend a onetime class, "Protecting God's Children." This is a one hour class offered at various locations. You may attain further information at www.Virtus.org.