

**Pittsburgh Refugee Center
Instructions for filling out PA clearance forms**

To volunteer with the Pittsburgh Refugee Center, you need the following clearances. Both of these must be **current within the last 12 months** or they are not valid.

- Criminal record check
- Child abuse clearance

These documents are the standard prerequisite used throughout all Pennsylvania agencies and volunteer organizations that provide services to children.

Click on the link below for the PA criminal background and child abuse clearance forms. There are two forms. They are both available through this link:

<http://www.dpw.state.pa.us/general/formspub/003671038.htm>

Once you go to this link you will find two hyperlinks at the bottom of the page linking to each form. Please be incredibly careful in how you complete these forms, as any mistakes could prevent or postpone your volunteering with the Pittsburgh Refugee Center. (Students, please use your local address!). When you are finished with each form mail it to the address listed on the form. If you choose to submit the criminal record check online (see instructions below), you will only need to complete and mail the child abuse clearance form. Please send a copy to PRC when you receive your clearances.

If you do not have access to the internet:

For the child abuse clearance, you can call the Office of Children, Youth, and Families at 717-783-6211 and request a form be mailed to you. You may also be able to find a form at schools and daycares since their employees are required to have them.

For the criminal record check, you can call the PA State Police at 717-783-5492 and request a form be mailed to you.

YOU MUST APPLY FOR YOUR CRIMINAL RECORD FIRST and then attach a COPY of your processed form when you apply for the Child Abuse Clearance.

CRIMINAL RECORD CHECK APPLICATION

Submitting Online

If you have a computer with internet access, the quickest way is to use the Pennsylvania State Police Patch System. Go to web address <http://www.psp.state.pa.us/patch/site/default.asp> and click on "Go to the Patch Application Website" link at the bottom of the page. Then follow the instructions under the link "Submit a New Record Check" to complete and submit the form.

The website will return a page "Check Request Results" with a Control number. By clicking on the Control # the system will bring up the page with the actual clearance document "Pennsylvania State police Patch response for Criminal Record Check". Be sure to print a copy of this document for your records. There is a \$10.00 fee per request. PATCH accepts Visa, Discover, Master Card and American Express.

Submitting via mail

- Please note, you need to include a \$10 money order with this form. No cash or personal checks accepted. (Note: fees and expenses incurred as a volunteer to a qualified non-profit organization such as PRC are IRS tax deductible as charitable donations.)
- Write the current date under "Date of Request."

- In the first box (labeled "requester") fill in your name and address. Fill in your phone number in the boxes below.
- Under Requester Identification, check the Individual box.
- In the boxes in the middle, write your full last, first and middle names. Do not use initials. Write your maiden name or alias, if applicable, and your social security number, your date of birth, your sex and your race.
- Under Reason for Request, check other and specify "Volunteer".
- Do not check the box to review your entire history.

After completion, mail to:

Pennsylvania State Police
 Central Repository - 164
 1800 Elmerton Avenue
 Harrisburg, PA 17110-9758

You will need the Criminal Record Check clearance in order to apply for the Child Abuse Clearance. Attach a copy of your processed Criminal Record Check form to the following application. Please be sure not to send in the original. You will need to keep the original for your own records.

CHILD ABUSE CLEARANCE APPLICATION

- You will be completing Section I of this form. Please note, you need to include a \$10 money order with this form. No cash or personal checks accepted. (Note: fees and expenses incurred as a volunteer to a qualified non-profit organization such as PRC are IRS tax deductible as charitable donations.)
- Write your full name and your complete local address. For students, this is your dorm or apartment where you are staying while you attend school. They will be mailing your certificate back to this address, so please make sure it's accurate and complete.
- In the box to the right of the address, write your social security number, age, date of birth, and daytime phone number. Check the appropriate box under sex. The county you live in is Allegheny.
- If you have ever used another name, list it under Previous Names. Otherwise, leave this section blank.
- Under Purpose of Clearance, check the box marked "Volunteer."
- Next you must write down all of your previous addresses since 1975. Start with the most recent - where you lived over the summer. Students, include dorms. Be as thorough as possible, but if you cannot remember the entire address, write down as much of it as you can remember.
- Under Household Members, you must write down all the people you have ever lived with. You may attach additional sheets of paper, if necessary.
- Sign and date the bottom of the form.
- Attach a copy of your processed Criminal Record check form.

After completion, mail to:

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