

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records of Prospective Employees
March 12, 2007

4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
5. 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 the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
6. 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.
7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
8. PDE will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official Record.** If an applicant presents their Federal Criminal History Record and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, they should call (717) 783-3750 or email PDE at dwolfgang@state.pa.us.
9. The applicant will then provide the Federal Criminal History Record to their prospective employer.

** The Act allows that Administrators may employ any 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 that 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.

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Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Group Fingerprinting Support

If you have a requirement to fingerprint a large group of applicants (300 college education majors, a contractor's entire staff of 120 employees, 50 bus drivers, etc.) Cogent Systems and the fixed site providers will try to accommodate that request. Some fingerprint service sites have the ability to bring portable equipment to your site. If you are in need of Group Fingerprinting Support, visit www.pa.cogentid.com. Service sites in your area that have mobile equipment will be listed. NOTE: This mobile service requires the visited site to provide broadband internet access and access through any firewall. The sites that offer mobile services can provide you instructions, in advance of their visit, that would allow fingerprinting to occur at your site. You must however, plan ahead. Requirements for hosting a mobile Livescan operation can be found at www.pa.cogentid.com

We encourage you to utilize this service but you must plan ahead. Please do not overwhelm the service by sending large groups of applicants to the fixed site locations. If you must send your large group of applicants to a fixed site, please plan for their arrival to occur over days and weeks, not over hours.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

- **The Computer System** - The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

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Inquiries or Questions

All information regarding process, policy, and fingerprinting locations may be found at
www.pa.cogentid.com

Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or
dwolfgang@state.pa.us

LEXSTAT 24 P.S. 1-111

PENNSYLVANIA STATUTES, ANNOTATED BY LEXISNEXIS(R)

THIS DOCUMENT IS CURRENT THROUGH ACT 41 OF THE 2007 LEGISLATIVE SESSION
*** AUGUST 29, 2007 ANNOTATION SERVICE ***

PENNSYLVANIA STATUTES
TITLE 24. EDUCATION
CHAPTER 1. PUBLIC SCHOOL CODE OF 1949
ARTICLE 1. PRELIMINARY PROVISIONS

[Go to the Pennsylvania Code Archive Directory](#)

24 P.S. § 1-111 (2007)

Legislative Alert: LEXSEE 2007 Pa. HB 842 -- See section 1.

§ 1-111. Background checks of prospective employees; conviction of employees of certain offenses

(a) This section shall apply to all prospective employees of public and private schools, intermediate units and area vocational-technical schools, including independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children. This subsection shall expire March 31, 2007.

(a.1) Beginning April 1, 2007, this section shall apply to all prospective employees of public and private schools, intermediate units and area vocational-technical schools, including, but not limited to, teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children.

(1) Beginning April 1, 2007, this section shall apply to bus drivers offered employment by a school district, private school, nonpublic school, intermediate unit or area vocational-technical school or by an independent contractor.

(2) Beginning April 1, 2007, this section shall apply to student teacher candidates assigned to all public and private schools, intermediate units and area vocational-technical schools.

(3) For purposes of this section, "student teacher candidate" shall mean an individual participating in a classroom teaching, internship, clinical or field experience who, as part of a program for the initial or advanced preparation of professional educators, performs classroom teaching or assists in the education program in a public or private school, intermediate unit or area vocational-technical school under the supervision of educator preparation program faculty.

(4) Prior to a student teacher candidate's participation in any classroom teaching, internship, clinical or field experience, that candidate shall provide to the administrator of his or her educator preparation program all criminal history record information required of an employee or prospective employee who is subject to this section.

(5) The student teacher candidate may not participate in any classroom teaching, internship, clinical or field experience if this section would prohibit an employee or prospective employee subject to this section from being employed under those circumstances.

(6) During the course of a student teacher candidate's participation in an educator preparation program, the administrator of the student teacher candidate's educator preparation program shall maintain a copy of the criminal history record information that was provided by the student teacher candidate. The penalty provisions of subsection (g) shall be applicable to the administrator of a student teacher candidate's educator preparation program.

(7) If a student teacher candidate is continuously enrolled in an educator preparation program, the criminal history record information initially submitted by that candidate to that program shall remain valid during that period of enrollment. If a student teacher candidate's enrollment in an educator preparation program is interrupted or if that candidate transfers to another educator preparation program, the candidate shall provide to the administrator of his or her educator preparation program all criminal history record information required of an employee who is subject to this section.

(b) Administrators of public and private schools, intermediate units and area vocational-technical schools shall require prospective employees to submit with their employment application, pursuant to 18 Pa.C.S. Ch.91 (relating to criminal history record information), a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. Such criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2) (relating to general regulations) and shall be no more than one (1) year old. An applicant may submit a copy of the required information with the application for employment. Administrators shall maintain a copy of the required information and shall require each applicant to produce the original document prior to employment. Administrators shall require contractors to produce the original document for each prospective employee of such contractor prior to employment.

(c) Where the applicant has not been a resident of this Commonwealth for at least two (2) years immediately preceding the date of application for employment, administrators shall require the applicant to submit with the application for employment a set of fingerprints which may be submitted to the Federal Bureau of Investigation for Federal criminal history record information pursuant to the Federal Bureau of Investigation appropriation of Title II of Public Law 92-544, 86 Stat. 1115 or a copy of such Federal criminal history record. Administrators shall forward the set of fingerprints for the Federal criminal history record to the Department of Education. The Department of Education shall be the intermediary for the purposes of this section. The Department of Education shall return the Federal criminal history record to the applicant. When the applicant provides a copy of the Federal criminal history record, it shall be no more than one (1) year old. Administrators shall maintain a copy of the required information and shall require each applicant to produce a Federal criminal history record that may not be more than one (1) year old at the time of employment. The original Federal criminal history record shall be returned to the applicant. This subsection shall expire March 31, 2007.

(c.1) Beginning April 1, 2007, administrators shall require the applicant to submit with the application for employment a copy of the Federal criminal history record in a manner prescribed by the Department of Education. When the applicant provides a copy of the Federal criminal history record, it shall be no more than one (1) year old. Administrators shall maintain a copy of the required information and shall require each applicant to produce a Federal criminal history record that may not be more than one (1) year old at the time of employment. The original Federal criminal history record shall be returned to the applicant.

(d) The State Board of Education shall, in the manner provided by law, promulgate the regulations necessary to carry out this section. The regulations shall provide for the confidentiality of criminal history record information obtained pursuant to this act.

(e) No person subject to this act shall be employed in a public or private school, intermediate unit or area vocational-technical school where the report of criminal history record information indicates the applicant has been convicted, within five (5) years immediately preceding the date of the report, of any of the following offenses:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Former section 2709(b) (relating to stalking).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).

(f) The requirements of this section shall not apply to employees of public and private schools, intermediate units and area vocational-technical schools who meet all the following requirements:

(1) The employees are under twenty-one (21) years of age.

(2) They are employed for periods of ninety (90) days or less.

(3) They are a part of a job development and/or job training program funded in whole or in part by public or private sources. Once employment of a person who meets these conditions extends beyond ninety (90) days, all requirements of this section shall take effect.

(g) An administrator, or other person responsible for employment decisions in a school or other institution under this section who wilfully fails to comply with the provisions of this section commits a violation of this act and shall be subject to civil penalty as provided in this section.

(1) The department shall have jurisdiction to determine violators of this section and may, following a hearing, assess a civil penalty not to exceed two thousand five hundred dollars (\$ 2,500).

(2) The civil penalty shall be payable to the Commonwealth.

(h) No person employed in a public or private school on the effective date of this section shall be required to obtain the information required herein as a condition of continued employment. Any person who has once obtained the information required under this section may transfer to another school in the same district or established and supervised by the same organization and shall not be required to obtain additional reports before making such transfer.

(i) Notwithstanding subsections (b), (c) and (c.1), administrators, before April 1, 2007, may employ in-State applicants on a provisional basis for a single period not to exceed thirty (30) days and may employ out-of-State applicants on a provisional basis for a single period not to exceed ninety (90) days and, after March 31, 2007, may employ any 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 (P.L. 563, No. 195), known as the "Public Employee Relations Act," provided that all of the following conditions are met:

(1) 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;

(2) the administrator has no knowledge of information pertaining to the applicant which would disqualify him from employment pursuant to subsection (e);

(3) the applicant swears or affirms in writing that he is not disqualified from employment pursuant to subsection (e);

(4) if the information obtained pursuant to subsection (b), (c) or (c.1) 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; and

(5) the administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee.

HISTORY: Act 1990-211 (H.B. 1810), § 1, approved Dec. 19, 1990, eff. in 60 days; Act 1997-30 (H.B. 8), § 1, approved June 25, 1997, See section of this act for effective date information; Act 2002-153 (H.B. 204), § 1, approved Dec. 9, 2002, eff. immediately.; Act 2003-48 (S.B. 80), § 2, approved Dec. 23, 2003, eff. immediately.; Act 2004-70 (H.B. 564), § 1, approved July 4, 2004, eff. immediately.; Act 2006-114 (H.B. 185), § 1, approved July 11, 2006, eff. immediately.

LEXSTAT 23 PA. C.S. 6355

PENNSYLVANIA STATUTES, ANNOTATED BY LEXISNEXIS(R)

THIS DOCUMENT IS CURRENT THROUGH ACT 41 OF THE 2007 LEGISLATIVE SESSION
*** AUGUST 29, 2007 ANNOTATION SERVICE ***

PENNSYLVANIA CONSOLIDATED STATUTES
TITLE 23. DOMESTIC RELATIONS
PART VII. ABUSE OF FAMILY
CHAPTER 63. CHILD PROTECTIVE SERVICES
SUBCHAPTER C.2. BACKGROUND CHECKS FOR EMPLOYMENT IN SCHOOLS

Go to the Pennsylvania Code Archive Directory

23 Pa.C.S. § 6355 (2007)

§ 6355. Requirement

(a) INVESTIGATION.—

(1) Except as provided in paragraph (2), an administrator shall require each applicant to submit an official clearance statement obtained from the department within the immediately preceding year as to whether the applicant is named as the perpetrator of an indicated or a founded report or is named as the individual responsible for injury or abuse in an indicated report for school employee or a founded report for school employee.

(2) The official clearance statement under paragraph (1) shall not be required for an applicant who:

(i) transfers from one position as a school employee to another position as a school employee of the same school district or of the same organization; and

(ii) has, prior to the transfer, already obtained the official clearance statement under paragraph (1).

(b) GROUNDS FOR DENYING EMPLOYMENT.— Except as provided in section 6356 (relating to exceptions), an administrator shall not hire an applicant if the department verifies that the applicant is named as the perpetrator of a founded report or is named as the individual responsible for injury or abuse in a founded report for school employee. No individual who is a school employee on the effective date of this subchapter shall be required to obtain an official clearance statement under subsection (a)(1) as a condition of continued employment.

(c) PENALTY.— An administrator who willfully violates this section shall be subject to an administrative penalty of \$ 2,500. An action under this subsection is governed by 2 Pa.C.S. Ch. 5 Subch. A (relating to practice and procedure of Commonwealth agencies) and Ch. 7 Subch. A (relating to judicial review of Commonwealth agency action).

HISTORY: Act 1994-151 (H.B. 1001), § 4, approved Dec. 16, 1994, eff. July 1, 1996.

LEXSTAT 23 PA.C.S. § 6356

PENNSYLVANIA STATUTES, ANNOTATED BY LEXISNEXIS(R)

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23 Pa.C.S. § 6356 (2007)

§ 6356. Exceptions

Section 6355 (relating to requirement) shall not apply to any of the following:

(1) A school employee who is:

- (i) under 21 years of age;
- (ii) participating in a job development or job training program; and
- (iii) employed for not more than 90 days.

(2) A school employee hired on a provisional basis pending receipt of information under section 6355(a) if all of the following apply:

- (i) The applicant demonstrates application for the official clearance statement under section 6355(a).
- (ii) The applicant attests in writing by oath or affirmation that the applicant is not disqualified under section 6355(b).
- (iii) The administrator has no knowledge of information which would disqualify the applicant under section 6355(b).
- (iv) The provisional period does not exceed:
 - (A) 90 days for an applicant from another state; and
 - (B) 30 days for all other applicants.
- (v) The hiring does not take place during a strike under the act of July 23, 1970 (P.L. 563, No. 195), known as the Public Employee Relations Act.

HISTORY: Act 1994-151 (H.B. 1001), § 4, approved Dec. 16, 1994, eff. July 1, 1996.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

<p>Complete section 1 only. Print clearly in ink. Enclose \$10.00 money order only. Payable to department of public welfare. Do not send cash or personal check.</p> <p>SEND TO: CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170</p> <p>APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-763-6211.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">ChildLine Use Only</td> </tr> <tr> <td style="text-align: center; padding: 5px;">DATE RECEIVED BY CHILDLINE</td> </tr> </table>	ChildLine Use Only	DATE RECEIVED BY CHILDLINE
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SECTION I	APPLICANT IDENTIFICATION																												
<p>1. <small>IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)</small></p> <p>NAME STREET CITY, STATE, ZIP CODE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center; padding: 2px;">SOCIAL SECURITY NUMBER</td> </tr> <tr> <td style="width: 20%; padding: 2px;">AGE</td> <td style="width: 30%; padding: 2px;">DATE OF BIRTH</td> <td style="width: 50%; padding: 2px;">DAYTIME PHONE NUMBER</td> </tr> <tr> <td style="padding: 2px;">SEX <input type="checkbox"/> M <input type="checkbox"/> F</td> <td colspan="2" style="padding: 2px;">COUNTY YOU LIVE IN</td> </tr> </table>	SOCIAL SECURITY NUMBER			AGE	DATE OF BIRTH	DAYTIME PHONE NUMBER	SEX <input type="checkbox"/> M <input type="checkbox"/> F	COUNTY YOU LIVE IN																				
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<p style="text-align: center; background-color: #f2f2f2;">PREVIOUS NAMES USED SINCE 1975 (INCLUDE MAIDEN NAME, NICKNAMES, ALIASES)</p> <p>1 (FIRST, MIDDLE, LAST) 2 (FIRST, MIDDLE, LAST) 3 (FIRST, MIDDLE, LAST)</p>																													
<p style="text-align: center; background-color: #f2f2f2;">PURPOSE OF CLEARANCE (CHECK ONE BLOCK ONLY)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> CHILD CARE</p> <p><input type="checkbox"/> FOSTER CARE</p> <p><input type="checkbox"/> ADOPTION</p> <p><input type="checkbox"/> SCHOOL</p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> VOLUNTEERS – A COPY OF YOUR PROCESSED 'REQUEST FOR CRIMINAL RECORD' (FORM SP-164) MUST BE ATTACHED. OUT-OF-STATE RESIDENTS MUST ALSO ATTACH A COPY OF THEIR PROCESSED FBI CLEARANCE (FORM FD-258).</p> </div> </div>																													
<p style="text-align: center; background-color: #f2f2f2;">PREVIOUS ADDRESSES SINCE 1975 (ATTACH ADDITIONAL PAGES IF NECESSARY)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>																													
<p style="text-align: center; background-color: #f2f2f2;">HOUSEHOLD MEMBERS (LIST EVERYONE WHO LIVED WITH YOU AT ANYTIME SINCE 1975 TO THE PRESENT)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME (FIRST, MIDDLE, LAST) DO NOT USE INITIALS.</th> <th style="width: 20%;">RELATIONSHIP</th> <th style="width: 20%;">PRESENT AGE</th> <th style="width: 20%;">SEX</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>6. _____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>		NAME (FIRST, MIDDLE, LAST) DO NOT USE INITIALS.	RELATIONSHIP	PRESENT AGE	SEX	1. _____	_____	_____	_____	2. _____	_____	_____	_____	3. _____	_____	_____	_____	4. _____	_____	_____	_____	5. _____	_____	_____	_____	6. _____	_____	_____	_____
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<p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>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.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; text-align: center;"> <p>_____ Applicant's Signature</p> </div> <div style="width: 35%; text-align: center;"> <p>_____ Date</p> </div> </div>																													
<p style="text-align: center; background-color: #f2f2f2;">SECTION II</p> <p style="text-align: center; background-color: #f2f2f2;">Do Not Write In This Section – ChildLine Use Only</p> <p style="text-align: center; background-color: #f2f2f2;">RESULTS OF HISTORY CHECK</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">STATUS OF REPORT</th> <th style="width: 25%;">DATE OF INCIDENT</th> <th style="width: 25%;">STATUS OF REPORT</th> <th style="width: 25%;">DATE OF INCIDENT</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>3. _____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>4. _____</td> <td>_____</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ VERIFIER</p> </div> <div style="width: 10%; text-align: center;"> <p>_____ DATE</p> </div> <div style="width: 45%;"> <p>_____ VERIFIER'S SUPERVISOR</p> </div> <div style="width: 10%; text-align: center;"> <p>_____ DATE</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <p>03460C</p> <p>CY 113 – 3-95</p> </div>		STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT	1. _____	_____	3. _____	_____	2. _____	_____	4. _____	_____																
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DO NOT WRITE IN THIS SECTION – CHILDLINE USE ONLY

SECTION III		VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES	
<p>_____ HAS REQUESTED A CERTIFICATION WHICH INCLUDES A CLEARANCE OF HIS/HER NAME AGAINST THE CHILD ABUSE, SCHOOL EMPLOYEE, AND CRIMINARY HISTORY REPORTS.</p> <p>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.</p> <p>IT IS THE RESPONSIBILIITY OF PARENTS AND GUARDIANS TO REVIEW THIS INFORMATION TO DETERMINE THE SUITABILITY OF THE APPLICANT AS A SUBSTITUTE CAREGIVER.</p>			
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE			
<input type="checkbox"/>	APPLICANT IS NAMED AS THE PERPETRATOR OF A "FOUNDED" CHILD ABUSE OR SCHOOL EMPLOYEE REPORT WHICH OCCURRED IN THE LAST FIVE YEARS.		
<input type="checkbox"/>	APPLICANT IS NAMED AS THE PERPETRATOR OF A "FOUNDED" CHILD ABUSE OR SCHOOL EMPLOYEE REPORT WHICH OCCURRED OVER FIVE YEARS AGO.		
<input type="checkbox"/>	APPLICANT IS NAMED AS THE PERPETRATOR OF AN "INDICATED" CHILD ABUSE OR SCHOOL EMPLOYEE REPORT.		
<input type="checkbox"/>	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			
<input type="checkbox"/>	RECORD EXISTS AND CONTAINS CONVICTIONS WHICH PROHIBIT HIRE IN A CHILD CARE POSITION. REPORT ATTACHED.		
<input type="checkbox"/>	RECORD EXISTS, BUT CONVICTIONS DO NOT PROHIBIT HIRE IN A CHILD CARE POSITION. REPORT ATTACHED.		
<input type="checkbox"/>	RECORD EXISTS, BUT NO CONVICTIONS ARE SHOWN. THIS DOES NOT PROHIBIT HIRE IN A CHILD CARE POSITION.		
<input type="checkbox"/>	NO RECORD EXISTS. REPORT ATTACHED.		
FBI CLEARANCE			
<input type="checkbox"/>	RECORD EXISTS AND CONTAINS CONVICTIONS WHICH PROHIBIT HIRE IN A CHILD CARE POSITION. REPORT ATTACHED.		
<input type="checkbox"/>	RECORD EXISTS, BUT NO CONVICTIONS DO NOT PROHIBIT HIRE IN A CHILD CARE POSITION. REPORT ATTACHED.		
<input type="checkbox"/>	RECORD EXISTS, BUT NO CONVICTIONS ARE SHOWN. THIS MAY NOT PROHIBIT HIRE IN A CHILD CARE POSITION. REPORT ATTACHED.		
<input type="checkbox"/>	NO FBI CLEARANCE REQUIRED.		
<div style="background-color: #cccccc; height: 100px; margin-top: 10px;"></div>			
03460D	_____ VERIFIER	_____ DATE	_____ VERIFIER
			_____ DATE
CY113 – 3/95			

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.
Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

NAME/ REQUESTER	
ADDRESS	
CITY/STATE/ ZIP CODE	

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

			-					-											
NAME/SUBJECT OF RECORD CHECK (FIRST)						(MIDDLE)						(LAST)							
MAIDEN NAME AND/OR ALIASES						SOCIAL SECURITY NUMBER						DATE OF BIRTH (MM/DD/YYYY)				SEX		RACE	

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

REASON FOR REQUEST: All requests \$10.00

***MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA ***

◀◀◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶▶

☐ **INTERNATIONAL ADOPTION** - INTERNATIONAL ADOPTION MUST BE NOTARIZED.

- | | | |
|---|---|--|
| <input type="checkbox"/> ADOPTION (DOMESTIC) | <input type="checkbox"/> EMPLOYMENT/SCREENING | <input type="checkbox"/> PASSPORT |
| <input type="checkbox"/> ATTORNEY | <input type="checkbox"/> FOSTER CARE | <input type="checkbox"/> PRIVATE INVESTIGATIONS |
| <input type="checkbox"/> BANKING | <input type="checkbox"/> HEALTHCARE | <input type="checkbox"/> SOCIAL SERVICES |
| <input type="checkbox"/> BAR ASSOCIATION | <input type="checkbox"/> HOUSING | <input type="checkbox"/> TENANT CHECK |
| <input type="checkbox"/> CHURCH | <input type="checkbox"/> INSURANCE LICENSE | <input type="checkbox"/> VISA |
| <input type="checkbox"/> CHILD CARE | <input type="checkbox"/> MENTAL HEALTH | <input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER |
| <input type="checkbox"/> EDUCATION | <input type="checkbox"/> NURSE AID TRAINING | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> ELDER CARE | <input type="checkbox"/> OTHER _____ | |
| <input type="checkbox"/> EMERGENCY MANAGEMENT | | |

☐ **ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)**

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED
FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

Affidavit
Pennsylvania State Police Criminal History Record Information
Federal Bureau of Investigation Criminal History Record Information
and
Pennsylvania Department of Public Welfare Child Abuse Official Clearance Statement
for Employees and Prospective Employees of Independent Contractors
24 P.S. § 1-111(i) and 23 Pa. C.S.A. § 6356(2)

STATE OF _____ :
COUNTY OF _____ : **SS**

I, _____
[print name of affiant],

duly affirm and verify the truth of the following statements.

1. I am an employee, or a prospective employee, of an independent contractor of The School District of Philadelphia (the "School District");

2. I have applied for the information required under subsections (b), Pennsylvania State Police criminal history record information, and (c.1), Federal Bureau of Investigation Federal criminal history record information, of Section 1-111 of the Pennsylvania Public School Code, 24 P.S. § 1-111 ("Section 111"), and have attached to this Affidavit true, correct and complete copies of these completed request forms;

3. I am not disqualified from employment pursuant to subsections (e) or (f.1) of Section 111, because I have not been convicted of any of the offenses listed in subsections (e) of Section 111, and, if I have been convicted of any of the offenses listed or described in subsection (f.1) of Section 111, all of the time period or periods mandated in subsection (f.1) have elapsed before the date of this Affidavit;

4. I hereby demonstrate application for the official clearance statement under 23 Pa. C.S.A. § 6355(a), and have attached to this Affidavit a true, correct and complete copy of my application;

5. I am not disqualified under 23 Pa. C.S.A. § 6355(b), because I am not named as the perpetrator of a founded report, or named as the individual responsible for injury or abuse in a founded report, under subsection 6355(b);

6. I understand and acknowledge that if any of the foregoing reports reveal that I am disqualified from employment, my employer shall suspend me and proceed to terminate my employment;

7. I also understand and acknowledge that until the School District receives these reports and these reports verify that I am not disqualified from employment, my employer shall not permit me to work alone with any child or children and shall require that I work in the immediate vicinity of a permanent employee; and

8. I further understand and acknowledge that my employer may employ me on a provisional basis only for a single period not to exceed ninety (90) days, provided that I comply with the requirements set forth in this Affidavit.

My compliance with the requirements associated with this Affidavit does not entitle me to any job; my employer (or prospective employer) has and reserves the right, in its discretion, to set other terms, covenants, conditions and requirements in connection with any offer to hire or any job.

I shall submit the originals of the information and statement noted above to the School District for inspection and copying within five (5) business days after I receive each such document.

I make the statements set forth in this Affidavit subject to the penalties provided in 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

Signature of Affiant

Date: _____

See attached instructions for guidance on how to use this Affidavit.

***Instructions for the Affidavit as to
Criminal History Record Information and Child Abuse Clearances
for employees of Independent Contractors***

September 2013

A. *The Contractor's hiring authority.*

Employers have the right to set the terms and conditions on which they may hire and employ their own employees, including for instance, a requirement that applicants be of good character. *Compliance with the specific requirements of 24 P.S. § 1-111 or 23 Pa. C.S.A. §§ 6354 – 6358 does not ensure, or entitle you to, employment by anyone. Your employer has the right to impose, and may impose, additional conditions and requirements, beyond the requirements imposed by these statutes, if your employer offers you a job.*

B. *Criminal History – Commonwealth of Pennsylvania and FBI.*

1. Subsection 111(e) provides that no person shall be employed in a public or private school, intermediate unit or area vocational-technical school, or by an independent contractor thereof, where the report of criminal history record indicates the applicant has been convicted of any of the following offenses:

a. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25	– relating to criminal homicide
Section 2702	– relating to aggravated assault
Section 2709.1	– relating to stalking
Section 2901	– relating to kidnapping
Section 2902	– relating to unlawful restraint
Section 2910	– relating to luring a child into a motor vehicle or structure
Section 3121	– relating to rape
Section 3122.1	– relating to statutory sexual assault
Section 3123	– relating to involuntary deviate sexual intercourse
Section 3124.1	– relating to sexual assault
Section 3125	– relating to aggravated indecent assault
Section 3126	– relating to indecent assault
Section 3127	– relating to indecent exposure
Section 3129	– relating to sexual intercourse with animal
Section 4302	– relating to incest
Section 4303	– relating to concealing the death of child
Section 4304	– relating to endangering welfare of children
Section 4305	– relating to dealing in infant children
Section 5902(b)	– a felony offense relating to prostitution and related offenses

Section 5903(c) or (d) – relating to obscene other sexual materials
and performances

Section 6301(a)(1) – relating to corruption of minors

Section 6312 – relating to sexual abuse of children.

Section 6318 – relating to unlawful contact with minor

Section 6319 – relating to solicitation of minors to traffic drugs

Section 6320 – relating to sexual exploitation of children

b. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”

c. An out-of-State or Federal offense similar in nature to those crimes listed in clauses B.1.a. and b. above.

2. *Other Offenses.*

a. Subsection 111(f.1) provides that if the report of criminal history record information indicates the person has been convicted of a felony offense of the first, second or third degree other than those enumerated under subsection 111(e) (listed above in subsection B.1)., the person shall be eligible for prospective employment only if a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.

b. If the conviction is for a misdemeanor of the first degree, the person shall be eligible for prospective employment only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense.

c. If the report of criminal history record information indicates the person has been convicted more than once for an offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), the person shall be eligible for prospective employment only if a period of three years has elapsed from the date of expiration of the sentence for the most recent offense.

By signing the Affidavit, you affirm and verify that you have not been convicted of one of the crimes listed in B.1. above, and that if you have been convicted of an offense described in B.2., above, the stated period of ineligibility for employment after expiration of the sentence or sentences has elapsed before the date of your Affidavit.

3. All applicants, including all Pennsylvania residents, must procure the Federal Bureau of Investigation (FBI) criminal history record information, including applicants who reside in the Commonwealth of Pennsylvania.

4. You must attach to your Affidavit true, correct and complete copies of your applications to the Pennsylvania State Police and the FBI.

C. *Child Abuse Official Clearance Statement.*

1. You must attach to your Affidavit a true, correct and complete copy of your application to the Pennsylvania Department of Public Welfare.

By signing the Affidavit, you affirm and verify that you have not been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report at any time.

D. *General Requirements.*

1. You must forward to your employer originals of the Pennsylvania State Police and FBI reports and your Child Abuse Official Clearance Statement within five (5) business days after you receive them.

2. You must insert the date you sign the Affidavit in the space provided below your signature.