



Pennsylvania Act 153 - Local State YPP Requirements

Sample Clearance Forms

This document contains sample representations of the required volunteer clearances in Pennsylvania. These examples are for reference only and are not actual clearances. They are provided to help volunteers understand what properly completed documents should look like when submitted for compliance.

All volunteers working with youth must submit valid and up-to-date clearances before participating in any *FIRST* program activities and events. In accordance with state regulations and organizational policy, clearances must be renewed every five years and will be backdated to align with the program season, currently ending April 30 each year.

Use this sample as a reference to ensure all submitted documents meet the necessary format, dates, and content requirements for compliance.

PA State Police Criminal History Check

Pennsylvania State Police
(604) (Security Agency)
Harrisburg, Pennsylvania 17104

Response for Criminal Record Check

[REDACTED] TELEPHONE (610) 494-8734

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: (05/15/1972)
Social Security #: [REDACTED]
Race: W
Date of Request: 01/30/2013 09:45 AM
Purpose of Request: Employment
Maiden Name and/or Alias: (1) [REDACTED] (2) [REDACTED]

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #RLD31506 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONTAIN IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT THE INDIVIDUAL'S SET PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF FEDERAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE OBTAINED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) CHECK STATUS CHECK REQUEST WHEN PROVIDED WITH PATCH CHECK REQUEST AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE INDIVIDUAL'S - REQUESTER NAME, SOCIAL SECURITY, CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PK (1-888-782-7572).

Certified by: [Signature]
DISSEMINATED BY: SYSTEM
01/30/2013 09:45 AM

Lieutenant Kevin J. Desikewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

Pennsylvania State Police
(604) (Security Agency)
Harrisburg, Pennsylvania 17104

Response for Criminal Record Check

[REDACTED] TELEPHONE [REDACTED]

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE.

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Race: W
Date of Request: 01/30/2013 09:45 AM
Purpose of Request: Volunteer
Maiden Name and/or Alias: (1) [REDACTED] (2) [REDACTED]

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #RLD31506 *****





THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONTAIN IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT THE INDIVIDUAL'S SET PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF FEDERAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE OBTAINED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) CHECK STATUS CHECK REQUEST WHEN PROVIDED WITH PATCH CHECK REQUEST AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE INDIVIDUAL'S - REQUESTER NAME, SOCIAL SECURITY, CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

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Certified by: [Signature]
DISSEMINATED BY: SYSTEM
01/30/2013 09:45 AM

Lieutenant Kevin J. Desikewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

PA Department of Human Services Child Abuse History Clearance

	pennsylvania DEPARTMENT OF HUMAN SERVICES	PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION	0001-1-01-10-0000
		CERTIFICATION ID: UF6TC0SPMI	
		CERTIFICATION PURPOSE: VOLUNTEER	
		VERIFICATION DATE: 1/26/2017	
		SOCIAL SECURITY #: XXX-XX-NONE	
			
<p>The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.</p>			
<p>Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.</p>			
<p>ISSUED BY Commonwealth of Pennsylvania Department of Human Services CHILDLINE AND ABUSE REGISTRY ChildLine Verification Unit P.O. Box 8170 Harrisburg, PA 17105-8170 1-877-371-5422</p>			
<p>ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT</p>			
			

Fingerprint Based FBI Criminal Background Check

Office of Children, Youth & Families	 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE	ChildLine & Abuse Registry Criminal Verification Unit P. O. Box 8053 Harrisburg, PA 17105-8053 (717)-783-6211 Toll Free 1-877-371-5422
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SSN:
TCN:

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the result of your federal criminal history background check as of 05/29/2014.**

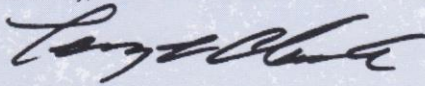
☒ **NO RECORD EXISTS**

☐ **RECORD EXISTS**, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.

☐ **RECORD EXISTS**, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.

☐ **DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are required to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Terry L. Clark, Director
Division of Operations and Quality Management

Attestation for PA residents (10+ years)

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf>