

## Chaperone and Logistics Clearances

The Board of Directors of the Baldwin Highlander Music Patrons has decided that ACT 33 and ACT 34 Clearances are required for all persons that will be either chaperones or working logistics.

In order to obtain these clearances, the following methods are available:

The Request for Criminal History Check (PA ACT 34) is available online through the Pennsylvania State Police Web Site [WWW.PSP.STATE.PA.US](http://WWW.PSP.STATE.PA.US) There will be a \$10 charge billable to a credit card. This check is instantaneous and must be accomplished in order to apply for the Request for Child Abuse Clearance. You will be able to print a copy of the criminal certification that will be mailed with the Request for Child Abuse Clearance.

- Once at the PSP website click on Request for Criminal History Check.
- Submit new record check
- Read Terms and Conditions and click accept.
- Submit all the required information
- When finished it will have a place to click for your certificate

For those that do not wish to use the online method, you may mail a copy of the form “Request for Criminal Record Check” with a money order/certified check to:

Pennsylvania State Police  
Central Repository – 164  
1800 Elmerton Ave.  
Harrisburg, PA 17110-9758

The Request for PA Child Abuse History Clearance (PA ACT 33) is only available through the mail. A copy of the form is attached. When filling out the form check “School” as the purpose of the search. **You must send a certified check/money order for \$10 along with the completed form and a copy of your “Processed Criminal Records Check”.**

Mail the completed forms along with the certified check/money order to

Childline and Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170

Clearance results will be mailed to you within 14 days from the date that the clearance is received in their office.

Once you receive your clearances, you must give a copy of the **Pennsylvania Child Abuse History Clearance Certificate** to Diane DeBor in order to be considered eligible to volunteer as a chaperone or a member of logistics.

# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHLDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

**CHLDLINE USE ONLY**

DATE RECEIVED BY CHLDLINE

**SECTION I**

**APPLICANT IDENTIFICATION**

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE  
ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

M  F

COUNTY YOU LIVE IN

**PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)**

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

**PURPOSE OF CLEARANCE (Check ONE block ONLY)**

- CHILD CARE  
 FOSTER CARE  
 ADOPTION  
 SCHOOL

VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record' (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).

CWEP (Community Work Experience Program Participant)

\_\_\_\_\_  
SIGNATURE OF CAO REP

\_\_\_\_\_  
CAO PHONE NO

**PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)**

- 1.
- 2.
- 3.
- 4.

**HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).**

NAME (First, Middle, Last) Do not use initials.

RELATIONSHIP

PRESENT AGE

SEX

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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).

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.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

DO NOT WRITE IN THIS SECTION - CHLDLINE USE ONLY

**SECTION II**

**RESULTS OF HISTORY CHECK**

APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.

APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT

DATE OF INCIDENT

STATUS OF REPORT

DATE OF INCIDENT

- 1.
- 2.

- 3.
- 4.

\_\_\_\_\_  
VERIFIER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VERIFIER'S SUPERVISOR

\_\_\_\_\_  
DATE

## SECTION III

## VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

\_\_\_\_\_ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

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.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- 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

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

## FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

\_\_\_\_\_  
VERIFIER\_\_\_\_\_  
DATE\_\_\_\_\_  
VERIFIER'S SUPERVISOR\_\_\_\_\_  
DATE