

How to Obtain your Criminal History & Child Abuse Security Clearances

The district requires Parent Volunteers in Philadelphia schools to undergo and show proof of two clearances: the **PA Criminal History Check** and the **Pennsylvania Child Abuse History Clearance**. These clearances remain valid for as long as you continue to serve as a volunteer within the Philadelphia school district. If there is a break in your volunteer service greater than one year, you will need to redo the required background checks in order to restart as a volunteer within the school.

Here's how to obtain the two required clearances so you can volunteer during the school's hours:

- **PA Criminal History Check:** Visit <http://epatch.state.pa.us> and click *Submit a new record check (half way down the page on the left)*. The cost is \$10. If you submit electronically, you will be able to view and print your results online within 2-3 weeks. If you prefer, however, the application can also be submitted on paper.
- **PA Child Abuse Clearance:** Visit www.dpw.state.pa.us and click *Pennsylvania Child Abuse History Clearance Form (CY-113)* on the right hand side of the screen. The cost is \$10; **money order only; volunteers must include copy of PA criminal record check results with application**. An original copy of your clearance will be mailed to you within 2-3 weeks. Bring the original to the Masterman front office and have someone make a copy for the school files.

While the amount of paperwork may seem daunting, the checks can be completed in less than 24 hours if you complete the process in the following order:

1. Register for the *PA Criminal History Check* online. This can often be ready instantly! At most it should take just a few days. Print out the certification page when it is available.
2. Fill out the *Child Abuse Clearance* form. As soon as your PA Criminal History Check becomes available, attach a copy (do not send the original) and mail the application along with your money order to the address at the top of the *Clearance* form.
3. Once you have received both clearance reports, bring your original of the *Child Abuse Clearance* report and a copy of your *PA Criminal History Check* report to the Masterman front office – where they can make a copy for Masterman's files.

If you would like to volunteer at Masterman during the school year, PLEASE APPLY FOR THESE CLEARANCES ASAP so we can be ready to help Masterman in whatever ways are needed. If you have any questions about clearances and how to get them, contact Masterman HSA volunteer Janet Pinkerton at jepinkerton@gmail.com or 215-906-9158.