

Submitting Clearances for Work within the School District of Philadelphia

It is mandatory for every artist or volunteer working with students to complete three clearances: State child abuse, State criminal record checks and Federal (FBI) background checks. The total cost per person, is \$48.75. **Every project partner is required to have updated clearances. New clearances must be obtained for 2014, even if clearances were obtained in 2013. Please allot at least six weeks prior to the start of the project to complete clearances.**

If you need help with this process, don't hesitate to call the Picasso Project 215 563 5848 x 22 and you can fill out the forms at our office. When you get each clearance, make a scan and send it digitally to gretchenelise@pccy.org or contact the Picasso Project and we can help you scan it.

1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Cost: \$10 (money order ONLY, payable to Department of Welfare)

Processing Time: *Can take up to **six weeks***

Online: There is **NO** online route to get this particular clearance.

Hard Copy Instructions:

Download:

- [English Child Abuse Clearance Form](#)
- [Spanish Child Abuse Clearance Form](#)

Instructions:

The form CANNOT be submitted electronically via email or online. Once the form is downloaded and completely filled out, it must be printed and mailed to—

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

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422

2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK

Cost: \$10 (certified check or money order, payable to The Commonwealth of Pennsylvania; credit card for online submissions)

Processing Time:

- For Online Requests: **Immediately**, if no record is found; **two-three weeks** for requests that must be reviewed.
- For Mailed Requests: Up to **four weeks**.

Online (Simplest Route): epatch.state.pa.us/Home.jsp

Hard Copy Instructions:

Download: [Pennsylvania State Police Request for Criminal Record Check Form](#)

Once the form is downloaded and completely filled out, it must be printed and mailed to—

Pennsylvania State Police

Central Repository – 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form, please call 717- 425-5546 or toll free 1-888-783-7972.

3. FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

Cost: \$28.75 (credit or debit card for online submissions; cashiers check or money order payable to 3M Cogent).

Processing Time: Two-four weeks AFTER fingerprinting (they mail you a hard copy)

Online Instructions:

1. Register for the fingerprint-based background check by going to https://www.pa.cogentid.com/index_pdeNew.htm and clicking on the link to “**Register Online**”
 - Telephone registration is available at **1-888-439-2486**, Monday through Friday, 8am to 6pm EST.
2. Pay for your application online
3. You will receive a “registration number.”

In Person (following online registration process):

4. For locations of fingerprinting sites click on the link “[Fingerprint Locations & Hours Map](#)”. Or, visit the fingerprinting center located at the
School District of Philadelphia:
Suite 1174
440 N. Broad St. (District Central Office Building)
Philadelphia, PA 19130
215 400 4617
The office is open Monday through Friday, 11-5pm
5. Go to a fingerprinting site with your registration number. No appointment is necessary. **YOU MUST BRING A VALID FORM OF PHOTO ID.**
For a list of acceptable forms of identification visit:
https://www.pa.cogentid.com/ohio/PDE/PDE_docs/PA_What_to_bring.htm

ADDITIONAL INFO ON ACQUIRING CLEARANCES:

Please visit the Department of Welfare’s Clearance Form Page for detailed explanations of the clearances that you’ll need to complete to work or volunteer within the school district. You can access the site here:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/>

You can get this same info, as well as affidavit forms via the School District website:

<http://webgui.phila.k12.pa.us/offices/g/generalcounsel/policies--procedures>