CLEARANCES

Because the CEO works with a variety of different community partners, many of these organizations require that students undergo a preliminary procedure where one, two, or all three of the following clearance forms need to be processed first before the student can begin to work: the Pennsylvania Child Abuse History Clearance form, the Pennsylvania Criminal History Record Check form, and the FBI Criminal History (Fingerprint) form. Due to state requirements, any student who wishes to participate in a program that requires these clearance forms will not receive a placement until copies of the student’s up-to-date clearances are on file in both the Civic Engagement Office and the organization(s) the student works in.

WHAT ARE THESE CLEARANCES?

**Pennsylvania Child Abuse History Clearance:** This clearance form checks to see if you have a record or history of child abuse within the state of Pennsylvania. All clearances are sent to and processed by the Pennsylvania State Department of Public Welfare. The PA State Department of Public Welfare does not check for records or histories of child abuse in other states. Valid for 1 year. Cost is $10.

**Pennsylvania Criminal History Record Check:** This clearance form checks to see if you have any type of criminal history record within the state of Pennsylvania. All clearance applications will be processed online through the official Pennsylvania State Police website. The PA State Police do not check for criminal records in other states. Valid for 1 year. Cost is $10.

**FBI Criminal History (Fingerprint):** A Federal background check is done by matching your fingerprints against FBI criminal records. This record check is valid in the United States and requires you to be fingerprinted at an off-site location. Valid for 5 years. Cost is $40.

**Please note:** The Civic Engagement Office will only pay for clearances **ONCE per YEAR** (**only once per 5 years for FBI**). If you do not turn in the clearances to keep on file at the CEO, and then need it for something the following semester, you will be required to pay for the clearance yourself. Costs for respective clearances are listed above. **
PA CHILD ABUSE HISTORY CLEARANCE

Pennsylvania Child Abuse History Clearance: is the GREEN form. Follow sample form below. Fill out ALL personal information. PLEASE PRINT LEGIBLY and IN INK!

Information you will need to include:

- Full name
- College Address (Box #1690)
- Social Security Number
- Date of Birth
- County (not country) – this is Montgomery for BMC students
- Any previous names (maiden, aliases, etc.)
- Previous Addresses – this is your home or permanent address
- Household Members – this is your immediate family and anyone who lives in your household (mom, dad, siblings, grandparents, aunts, uncles, etc. who live at your permanent address)
- Signature and date

DON’T FORGET TO SIGN & DATE AT THE BOTTOM!

****FORMS CANNOT BE PROCESSED WITHOUT ALL INFORMATION!****

You must also fill out the Clearance Waiver for Child Abuse History Clearances. This will guarantee that your completed clearance will be sent to the Civic Engagement Office directly.

WHAT HAPPENS NEXT?

They will be submitted to the PA State Department of Public Welfare for processing, which takes approximately 4-6 weeks. The clearance certificate will then be mailed to the CEO’s mailbox in the Campus Center. We will make three copies: one for you, one for the school/organization you are working with, and one for our records here.

The PA Child Abuse History Clearance is valid for 12 months starting from the date your clearance is authorized.
PA CRIMINAL HISTORY RECORD CHECK

This form is a photocopy. Please see sample form. PLEASE PRINT LEGIBLY!

Fill out the MIDDLE section only:

- Full Name
- Maiden Name or Alias if applicable
- Social Security Number
- Date of Birth
- Sex
- Race

WHAT HAPPENS NEXT?

Your form will be processed online by the CEO. We will make three copies: one for you, one for the school/organization you are working with, and one for our records here.

The PA Criminal Record Check is valid until you graduate.
FBI CRIMINAL HISTORY CHECK (FINGERPRINTING)

Step one: APPLICATION FORM

Information you need (YOU MUST FILL FORM OUT IN ITS ENTIRETY):

- Full Name
- Date of Birth
- Place of Birth
- Social Security Number
- Sex
- Race
- Eye Color
- Hair Color
- Height
- Weight
- Country of Citizenship
- Drivers License Number (if available)
- Applicant Address (College Address!)

Fill this form out only if you need to be fingerprinted for your placement or volunteer work!

****FORMS CANNOT BE PROCESSED WITHOUT ALL INFORMATION!****

Step two: TURN IN FORM!

Deposit application form in “Submit Forms Here” bin.

Your application information will be processed online by the CEO to register you to be fingerprinted.

Step three: FINGERPRINTING

You then must obtain the registration form from the CEO and bring it with you to the fingerprinting site. It is your responsibility to get to and from the fingerprinting site, although the CEO will help in transportation arrangements as needed.

See your Field/Program Coordinator for further information.

FBI Criminal History is valid until you graduate.