



ACT 33/34 CLEARANCE PROCESS Criminal Record Check and Pennsylvania Child Abuse History Clearance

As a way of ensuring the safety of our students, all Everybody Wins! Volunteers must complete and submit the appropriate paperwork. Beginning with Books will submit the necessary information and paperwork as well as pay the \$20 fees to the state. If you have already completed this process for another school/organization within the last two years, provide us a copy.

THERE ARE A FEW STEPS TO THIS PROCESS:

- 1) Complete the EW! Volunteer Application and return it via email, fax or US Mail.
- 2) Complete the PA Child Abuse History Clearance (see the directions below.) This form is available as a PDF from Beginning with Books and it may be available on your company's intranet/portal.
- 3) Make a **copy** of this form for your records. After collecting all of your addresses since 1975 this copy will be helpful when you have to reapply in two years.
- 4) Send the original PA Child Abuse History Clearance form to Kate Porigow at *Beginning with Books* via US Mail. We need the complete form with your original signature.
- 5) Beginning with Books will complete your Criminal Record Check online, using information from your EW! Volunteer Application.
- 6) Beginning with Books will send a copy of your Processed "Request for Criminal Record Check" to the Childline and Abuse Registry **ALONG WITH** the Child Abuse History Clearance form that you submit to us.
- 7) We will send a copy of your Processed "Request for Criminal Record Check" to you.
- 8) The final clearance paperwork is returned directly to YOU. Make a copy. Keep the original and send the copy to Kate Porigow at *Beginning with Books*
- 9) You are done with the application and can start reading with a child!

Kate Porigow
Beginning with Books
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DIRECTIONS FOR THE PA CHILD ABUSE HISTORY CLEARANCE

Please note: Beginning with Books will pay for this process on your behalf. Therefore you do not need to get a money order.

Applicant Identification - *Address must be applicant's current home address.*

Purpose of Clearance - *Check the "Volunteers" box*

Previous Addresses Since 1975 and Household Members - *All information must be **completed in full**, including **all** previous names, addresses, and household members since 1975. This information must be provided to the best of your knowledge and belief. Make sure you list your **parents, guardians, and siblings** or the form will be returned. If necessary, attach additional pages.*

Signature - *Application must be signed.*