

**PENNSYLVANIA INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**



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WEB SITE • www.piaa.org

MEMORANDUM

COPY

To: Sports Officials Registered With PIAA After March 31, 2007
From: Bradley R. Cashman, ^{ABC} PIAA Executive Director
Subject: **BACKGROUND CHECK REPORTS**
Date: July 1, 2009

You are a recipient of this memorandum because you are one of approximately 3,000 sports officials that registered for the first time with PIAA, after March 31, 2007.

At its meeting of Thursday, May 21, 2009, the PIAA Board of Directors unanimously voted to amend the PIAA By-Laws, **effective July 1, 2009**, to require (1) all newly registered sports officials; (2) all sports officials who registered for the first time with PIAA since April 1, 2007; and (3) all sports officials whose registrations have lapsed for more than one year, to obtain and submit to PIAA valid (obtained within the past year) copies of (1) a Pennsylvania State Police background check (Act 34 of 1985) report; (2) a Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report; and (3) a FBI federal criminal history record (Act 114 of 2006) report.

The action by the PIAA Board of Directors was not precipitated by any incidents involving improper conduct by registered sports officials with student-athletes. Indeed, PIAA is not aware of any such incidents having occurred and the change should not be read to mean that the Board of Directors lacks confidence in the abilities, honesty, and integrity of PIAA-registered sports officials. Rather, the new requirement arose from a determination that legislation passed by the Pennsylvania General Assembly several years ago, requiring all independent contractors to obtain the three background check reports identified above before performing work for Pennsylvania schools that involves direct contact with children, is applicable to sports officials.

Over the past year, PIAA has worked closely with the Pennsylvania Department of Education to establish a workable framework for registered sports officials to comply with the requirement in an efficient and appropriate way. While PIAA is still working on implementation issues relating to the use of the reports after the first year and will provide updates as those procedures are established, the requirement of submission of the initial background check reports, however, is now in place.

Accordingly, before you will be eligible to officiate for PIAA member schools in the 2009-2010 school year, you must obtain and submit to PIAA (and retain copies for yourself) the three background check reports identified above. You are responsible for the expense of obtaining and submitting a copy of each report to PIAA.

For PIAA purposes, if you have already obtained a Pennsylvania State Police background check report, a Pennsylvania Department of Public Welfare child abuse history report, and

an unofficial paper copy of a FBI federal criminal history record report, PIAA will accept said reports if they are all dated within one year of submission to PIAA. If you have such reports, please make several copies of each and submit one set of copies, via first class mail, to PIAA, 550 Gettysburg Road, P.O. Box 2008, Mechanicsburg, PA, 17055-0708.

If you have not already obtained a Pennsylvania State Police background check report, a Pennsylvania Department of Public Welfare child abuse history report, and an unofficial paper copy of a FBI federal criminal history record report, or if the reports you have obtained are older than one year prior to the first date of contracted officiating services in any sport, the steps necessary to obtain or update said reports are as follows:

Pennsylvania State Police background check report (Act 34 of 1985)

This is available through a Web-based computer application referred to as Pennsylvania Access To Criminal History or **PATCH**, which, in most cases, will provide immediate results. For electronic submissions, applicants must pay the \$10.00 fee by credit card. For procedures to obtain a Pennsylvania State Police background check report, logon to: <https://epatch.state.pa.us>

*For Form SP4-164 paper submissions, a money order or cashier's check payable to the **Commonwealth of Pennsylvania** in the amount of \$10.00 will be accepted. **No cash transactions or personal checks are allowed.***

Pennsylvania Department of Public Welfare child abuse history report (Act 151 of 1994)

For procedures to obtain a Pennsylvania Department of Public Welfare child abuse history report form CY-113, logon to: <https://www.dpw.state.pa.us/PartnersProviders>

*The request for this report may not be submitted online. Only money orders payable to the **Pennsylvania Department of Public Welfare** in the amount of \$10.00 will be accepted. **No cash or personal checks will be accepted.***

FBI federal criminal history record report (Act 114 of 2006)

For procedures to register to be fingerprinted, to view a list of fingerprint sites, and to obtain a FBI federal criminal history record report, logon to: <https://www.pa.cogentid.com> and click on the Pennsylvania Department of Education link.

*Money order or cashier's check payable to **Cogent Systems** in the amount of \$38.50, which includes an unofficial paper copy, will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.***

Upon your receipt of your original or updated Pennsylvania State Police background check report, Pennsylvania Department of Public Welfare child abuse history report, and an unofficial paper copy of your FBI federal criminal history record report, please make several copies of each and submit one set of copies, via first class mail, to PIAA, 550 Gettysburg Road, P.O. Box 2008, Mechanicsburg, PA, 17055-0708.

The set of copies submitted to PIAA will be made part of your registration record, but will **NOT** be available for review by any persons outside of the PIAA Administrative and Support Staff members responsible for maintaining the PIAA-registered sports officials' database.

Athletic administrators of PIAA member schools will continue to have access to certain relevant information in the PIAA-registered sports officials' database and will also now be able to ascertain whether or not PIAA is in receipt of copies of the three background check reports, although not the content of those reports. In that regard, athletic administrators will have access to **ALL** sports officials' initial date of registration with PIAA; and, if applicable, as in your case, the date of your Pennsylvania State Police background check report, the date of your Pennsylvania Department of Public Welfare child abuse history report, and your Cogent Systems Registration ID, which is thirteen characters preceded by PAE.

Pursuant to ARTICLE XV, OFFICIALS, Section 3, Requirement of Written Contract, of the PIAA By-Laws, each PIAA member school is required to issue to you a Contract for Officials Under PIAA Rules, an updated copy of which is attached hereto. Please note that, the **FIRST TIME** that you are retained to officiate a Regular Season Contest for a PIAA member school, you will be required to provide to that member school, on that contract, (1) your initial registration date with PIAA and (2) your Cogent Systems Registration ID; and, attach to that contract, (3) a copy of your Pennsylvania State Police background check report and (4) a copy of your Pennsylvania Department of Public Welfare child abuse history report. These must be provided because, ultimately, under the law discussed above, it is the duty of each PIAA member school to determine each independent contractor's "fitness" to be retained to officiate for that member school.

We encourage you to begin the process of obtaining or updating and submitting to PIAA one set of copies of the required Pennsylvania State Police background check, Pennsylvania Department of Public Welfare child abuse history, and FBI federal criminal history record reports, as soon as possible.

Should you have any questions concerning any of the above, you should check the PIAA Web site at www.piaa.org/officials FAQ section. Additionally, at www.piaa.org/officials you will find contact information for your respective local, elected District Officials' Representatives.

We appreciate your assistance, cooperation, and understanding in making this process work. Please find below some quick contacts that may assist you in completing this process.

PIAA OFFICE:

Officials' Department – 1- 800/382-1392 (PA only) or 1- 717/697-0374

PIAA Officials' Secretary – Mrs. Debrah J. Rosenberger – drosenberger@piaa.org

PIAA Chapters' Secretary – Mrs. Anita L. Fox – afox@piaa.org

PIAA Associate Executive Director – Dr. Robert A. Lombardi – rlombardi@piaa.org



**CONTRACT FOR OFFICIALS UNDER PIAA RULES
(PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. OFFICIAL CONTRACT FORM)**



This contract is made this _____ day of _____ 20____ between
(DATE) (MONTH) (YEAR)

_____ School, a member of the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA"), and _____, a _____ official registered, on active status, and in good standing, with PIAA. Registered sports officials are independent contractors and therefore, are NOT employees of PIAA, the school, or the assignor.

A. The parties hereto agree that the registered, active status, and in good standing, with PIAA, sports official agrees to officiate the following Contest(s):

1. _____ to be contested at _____
(JUNIOR HIGH/JUNIOR VARSITY/VARSITY) (NAME OF SPORT) (LOCATION OR SITE)
A.M.
beginning at _____ P.M. on _____ the _____ day of _____ 20____ in the position of
(TIME) (DAY) (DATE) (MONTH) (YEAR)
_____ for the Contest fee* of \$ _____ to be paid by _____ School.
(REFEREE, UMPIRE, ETC.) (AMOUNT) (PAYOR)
2. _____ to be contested at _____
(JUNIOR HIGH/JUNIOR VARSITY/VARSITY) (NAME OF SPORT) (LOCATION OR SITE)
A.M.
beginning at _____ P.M. on _____ the _____ day of _____ 20____ in the position of
(TIME) (DAY) (DATE) (MONTH) (YEAR)
_____ for the Contest fee* of \$ _____ to be paid by _____ School.
(REFEREE, UMPIRE, ETC.) (AMOUNT) (PAYOR)
3. _____ to be contested at _____
(JUNIOR HIGH/JUNIOR VARSITY/VARSITY) (NAME OF SPORT) (LOCATION OR SITE)
A.M.
beginning at _____ P.M. on _____ the _____ day of _____ 20____ in the position of
(TIME) (DAY) (DATE) (MONTH) (YEAR)
_____ for the Contest fee* of \$ _____ to be paid by _____ School.
(REFEREE, UMPIRE, ETC.) (AMOUNT) (PAYOR)
4. _____ to be contested at _____
(JUNIOR HIGH/JUNIOR VARSITY/VARSITY) (NAME OF SPORT) (LOCATION OR SITE)
A.M.
beginning at _____ P.M. on _____ the _____ day of _____ 20____ in the position of
(TIME) (DAY) (DATE) (MONTH) (YEAR)
_____ for the Contest fee* of \$ _____ to be paid by _____ School.
(REFEREE, UMPIRE, ETC.) (AMOUNT) (PAYOR)

*Indicates that the Contest fee covers all fees arising from this contract. If expenses are also to be paid, this should be so stated.

B. Sports Official's INITIAL Registration Date with PIAA: _____ day of _____ 20____. If INITIAL Registration Date with PIAA is AFTER the 31st day of March 2007, please attach a copy of your PA State Police background check (Act 34 of 1985) report and your PA Department of Public Welfare child abuse history (Act 151 of 1994) report and provide your Cogent Systems Registration ID: PAE _____ the FIRST TIME you are retained to officiate at the herein named PIAA member school.

C. It is further agreed that:

This contract is entered into and executed pursuant to ARTICLE IX, LOCAL MANAGEMENT AND CONTROL, Section 2, Powers and Duties of Principal, subsection F, of the PIAA Constitution; and ARTICLE XV, OFFICIALS, Section 3, Requirement of Written Contract, of the PIAA By-Laws. This contract is subject to all applicable provisions of the Constitution and By-Laws of PIAA, including, without limiting the generality of the foregoing, ARTICLE XV, OFFICIALS, Sections 4, 5, 6, and 7, of the PIAA By-Laws, which are available on the PIAA Web site at www.piaa.org/resources/handbook.

D. It is further agreed that:

- (1) Section 6 and Section 7 of ARTICLE XV, OFFICIALS, of the PIAA By-Laws, shall not apply when the violation shall be due to the postponement or cancellation of a Contest by the home Team as a result of weather conditions indicating that the playing of such Contest would cause undue damage to the competition surface or hazardous travel conditions for the visiting Team and PIAA-registered sports official(s) or for other unavoidable circumstances beyond the control of the home Team. When a Contest is postponed for any of the aforementioned causes, the contract shall be binding for the postponed date unless the PIAA-registered sports official informs the home school that he/she is unable to officiate the postponed Contest.
In the case of a postponed or cancelled Contest, the PIAA-registered sports official shall be paid travel expenses if the sports official appears at the originally scheduled time of the Contest without being notified of the postponement or cancellation. The PIAA-registered sports official shall not be paid for officiating the Contest itself unless the sports official does so on the rescheduled date.
- (2) This contract shall be voided if the sports official is removed from the list of registered sports officials by the PIAA Board of Directors or suspended by the PIAA Executive Director, or if the sports official is otherwise not on active status and/or in good standing with PIAA at the time the services are to be rendered. This contract shall likewise be voided while a school, its Team, or the school's athletic relations with its intended opponent(s) has been suspended from membership in PIAA by a PIAA District Committee or the PIAA Board of Directors, within their respective jurisdictions.
- (3) This contract may, at the discretion of the PIAA District Committee or the PIAA Board of Directors, within their respective jurisdictions, be voided if the failure to play the Contest(s) covered by this contract is (are) due to the disbandment of the Team by the member school's Principal, pursuant to ARTICLE XII, ATHLETIC RELATIONS, Section 7, Failure to Play Due to Disbandment of Team, of the PIAA By-Laws.

Principal's or Athletic Director's Signature _____ Date _____

PIAA Member School's Name _____ Phone Numbers: School (____) _____ Mobile (____) _____

PIAA Member School's Mailing Address _____
(STREET, P.O. BOX, ETC.)

(CITY) (COUNTY) (STATE) (ZIP CODE)

PIAA-Registered Sports Official's Signature _____ Date _____

PIAA-Registered Sports Official's Name _____ Phone Numbers: Home (____) _____ Mobile (____) _____

PIAA-Registered Sports Official's Home Address _____
(STREET, P.O. BOX, APT. NO., ETC.)

(CITY) (COUNTY) (STATE) (ZIP CODE)

INTRODUCTION

The process for PIAA-registered sports officials to obtain background check reports starts with the individual sports official. Sports officials registered with PIAA after March 31, 2007, must provide schools that retain them to officiate their Regular Season Contests with three (3) background check reports. Sports officials registered with PIAA prior to April 1, 2007 are not required, at least as of now, to obtain such background check reports.

The three background check reports that are required for those sports officials first registered with PIAA after March 31, 2007, may be obtained as follows:

- 1) Pennsylvania State Police background check (Act 34 of 1985) report, logon to: <https://epatch.state.pa.us> Apply online or by mail;
- 2) Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report, logon to: <https://www.dpw.state.pa.us/PartnersProviders> Apply by mail only, no online application process is available;
- 3) FBI federal criminal history record (Act 114 of 2006) report, logon to: <https://www.pa.cogentid.com> and click onto the Pennsylvania Department of Education link. Register online or by phone, then go to fingerprint site.

These background check reports are identical to those required of persons seeking to teach or otherwise work in schools in Pennsylvania who will have direct contact with children.

The costs of these reports are to be paid by the individual registered sports official and are currently \$10 for the Pennsylvania State Police background check (Act 34 of 1985) report; \$10 for the Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report; and \$38.50, which includes the cost of an unofficial paper copy, for the FBI federal criminal history record (Act 114 of 2006) report. Registered sports' officials should keep with them and be able to display each of these reports when they are performing contracted officiating duties at PIAA member schools. These reports, along with a current PIAA-issued registered sports official identification card, will assist member schools in determining a registered sports official's "fitness" to have direct contact with children.

Beginning with PIAA-registered sports officials' identification cards issued for the 2009-2010 school year, each registered sports official will have his/her initial registration date placed upon his/her identification card. The initial registration date will be required to be included on each Contract for Officials Under PIAA Rules issued by a member school.

The following are some frequently asked questions (FAQ) that have surfaced regarding sports officials obtaining background check reports whose INITIAL registration date with PIAA is AFTER March 31, 2007.

FREQUENTLY ASKED QUESTIONS

1. *Question. Where does a sports official go to obtain these background check reports?*
Answer. Officials may go to the websites listed above for directions on obtaining the reports. The official must apply directly for each background check and report.

Obtaining the FBI federal criminal history record (Act 114 of 2006) report is a two step process. The applicant must register online or by phone with Cogent Systems. The applicant will be assigned a Registration ID which is thirteen characters preceded by PAE. The applicant then goes to a *Cogent livescan* site to be fingerprinted. There are numerous facilities throughout Pennsylvania, including most Intermediate Units, which are fingerprinting sites. Once fingerprinted, the applicant's registration information and fingerprints are transmitted to the FBI which runs a report and transmits the report to Cogent Systems. Cogent Systems places the reports on a secure website, accessible only to approved school entities, and mails the "unofficial" paper copy to the applicant. Applicants must designate their request for a paper copy during registration; a fee of \$2.50 fee applies for the paper copy.

For detailed information on how to secure the required background check reports and sites available to process these requests, please access the Pennsylvania Department of Education (PDE) web site at <http://www.pde.state.pa.us/>, click on the brown "Act 114-Requirements Federal Fingerprinting" icon, which takes you to PDE's Background Clearance Page. That Page lists the requirements and the process to register for and obtain a Pennsylvania State Police background check (Act 34 of 1985) report; a Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report; and a FBI federal criminal history record (Act 114 of 2006) report. Other information related to background checks is also located here.

The PIAA Office in Upper Allen Township, Mechanicsburg, PA, will attempt to become a Cogent Systems fingerprinting site and a Pennsylvania State Police Pennsylvania Access To Criminal History or PATCH background check site to assist in facilitating this process for registered sports officials.

2. *Question. Who determines the "fitness" of a sports official to officiate at a member school?*

Answer. Preliminarily, PIAA will not register any person who desires to become a sports official who is convicted of fraud, embezzlement, perjury, and/or another offense which relates to or calls into question the honesty or veracity of the applicant to become an official. PIAA also will not register any applicant to become an official convicted of any of the offenses set forth in 23 Pa.C.S.A Section 6344(c)(2), within the past five years. A list of those offenses is set forth in ARTICLE XV, OFFICIALS, of the PIAA By-Laws. PIAA may also choose not to register any person who desires to become a sports official and was convicted of other offenses which would bring into question the fitness of the sports official. Upon registration, the superintendent, or the superintendent's designee, of the respective public school (school district, Charter School, Private Residential Rehabilitative Institution [PRRI]), or private school (non-public or private academic school) is ultimately responsible, by law, to then determine the fitness of a registered sports official to officiate Regular Season Contests on their campus, prior to assuming his/her officiating duties.

3. *Question: How do sports officials inform a member school that they were registered after March 31, 2007, and therefore, required to have obtained their respective background check reports?*

Answer. ARTICLE XV, OFFICIALS, Section 3, Requirement of Written Contract, of the PIAA By-Laws, relevantly provides that "All PIAA member schools shall enter into either paper or electronic contracts on the official contract form entitled 'Contract for Officials Under PIAA Rules' with all registered sports officials retained by the schools or assigned by an assignor. Registered sports officials are independent contractors and therefore are NOT employees of PIAA, the school, or the assignor." On each contract, each PIAA-registered sports official will be required to provide his/her INITIAL registration date with PIAA. If the sports official's INITIAL registration date with PIAA is BEFORE April 1, 2007, no background check reports are required to be obtained by that sports official. Each sports officials INITIAL registration date with PIAA will be provided on their respective ID cards, beginning with the 2009/10 ID cards.

4. *Question. How should a member school assess whether a sports official registered after March 31, 2007, is fit to officiate Regular Season Contests at that school?*

Answer. When completing the Contract for Officials Under PIAA Rules, the sports official will set forth his/her Cogent Systems Registration ID, which is thirteen characters preceded by PAE, and attach a copy of his/her Pennsylvania State Police background check (Act 34 of 1985) report and Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report. This information should be reviewed by the member school to determine the PIAA-registered sports official's fitness to officiate Regular Season Contests at that member school.

5. *Question. Can PIAA assist member schools in deeming who is eligible to officiate?*

Answer. PIAA will provide information, including the initial date of the official's registration with PIAA, on its Web site at www.piaa.org in a secure area that member schools may access, by using their PIAA-issued member school identification number. This will assist schools in determining those sports officials registered with PIAA after March 31, 2007 and, therefore, required to obtain and submit to PIAA the three background check reports.

For those sports officials registered with PIAA after March 31, 2007, the PIAA-registered sports officials' database will include the date of those officials' Pennsylvania State Police background check report, the date of those officials' Pennsylvania Department of Public Welfare child abuse history report, and those officials' Cogent Systems Registration IDs, which are thirteen characters preceded by PAE. However, the final determination of the "fitness" of PIAA-registered sports officials' rests with the superintendent, or the superintendent's designee, of the respective PIAA member schools.

6. *Question. What should a member school do if a registered sports official shows up to work a Regular Season Contest and the member school has not entered into a contract with that sports official, through which that sports official would have provided the relevant background check reports?*

Answer. Ideally, the member school would have reviewed the background check reports and made the fitness determination well in advance of the Contest. When that has not occurred or when the member school representative does not have accessibility to the complete listing of officials approved by the school, there are a number of safeguards to ensure the safety of student-athletes and thereby avoid last minute cancellation of Regular Season Contests. When using the safeguards listed below, it may be necessary, based on the individual scenario, for the member school representative to verify the information at a later date.

First, the member school should always request that a sports official provide his/her PIAA-registered sports officials' identification card, and:

- (1) If the INITIAL registration date with PIAA on that card is BEFORE April 1, 2007, no further inquiry is required;
- (2) If the INITIAL registration date with PIAA on that card is AFTER March 31, 2007, the sports official should be asked to produce his/her Pennsylvania State Police background check (Act 34 of 1985) report; Pennsylvania Department of Public Welfare child abuse history (Act 151 of 1994) report; and the unofficial paper copy of his/her FBI federal criminal history record (Act 114 of 2006) report. If the sports official produces the foregoing, the member school may use this information as documentation of having obtained the required clearances to determine the sports official's "fitness" to officiate the Regular Season Contest.
- (3) If the sports official does not produce the foregoing, the member school may, (a) if time and resources so allow, search the secured area of the PIAA-registered sports officials database using the sports official's name to determine if that sports official is registered, on active status, and in good standing, with PIAA; (b) permit the sports official to attest to the member school by signing a "provisional contracting statement" that he/she has applied for or obtained the proper background check reports and has not been convicted of any offense that would make that sports official "unfit" to officiate the Regular Season Contest; (c) secure another registered sports official with the proper background check reports; or, (d) as a last resort, postpone the Regular Season Contest until a registered sports official with proper background check reports is secured.

7. *Question. How will member schools know how to implement this process?*

Answer. PIAA and PDE are working together to assist member schools in the implementation and understanding of this process for sports officials whose INITIAL registration date with PIAA is AFTER March 31, 2007. This date is the same date the law has provided for schools to use for all employees and independent contractors who are on their campuses and have direct contact with children. PIAA and PDE will develop a Webinar to be hosted on PDE's Web site at <http://www.pde.state.pa.us/> and linked to PIAA's Web site at www.piaa.org to further assist member schools in this process. This Webinar will be promoted by PDE and PIAA for all member schools to participate and will follow the model PDE has already used for other independent contractors that have direct contact with children.

8. *Question: How will all sports officials registered with PIAA after March 31, 2007 be informed of their new obligations?*

Answer. PIAA will do a direct mailing to each sports official whose INITIAL registration date with PIAA is AFTER March 31, 2007, and inform them of the changes and how to go about obtaining the required background check reports. Each such registered sports official will be requested to provide copies of all three background check reports to PIAA to be archived as part of their respective registration records.



Learn About

- [PA Certification](#)
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- [Pass Rates on Required Tests](#)
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- [Instructional Add-Ons](#)
- [Highly Qualified Teacher Requirements](#)
- [Commonly Asked Questions](#)
- [Finding a Teaching Position](#)
- [Background Checks](#)
- [Job Vacancies](#)
- [Troops to Teachers](#)
- [Level II or MEQ](#)
- [Act 48 / Continuing Professional Education](#)
- [Grants and Funding](#)
- [Professional Educator Discipline](#)
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Access Services

- [Educator Preparation Program Review](#)
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- [CSPG's](#)
- [Institutional Program Approval](#)
- [Educator Misconduct Complaints](#)
- [Mandatory Report Form](#)
- [Code of Professional Practice and Conduct for Educators](#)
- [Standard Application for Teaching Positions](#)

Welcome to the Pennsylvania Department of Education's Background Clearance Page

The purpose of this page is to ensure administrators and applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks. In addition, the procedures to be followed for obtaining background checks are included in this web page. We recommend that administrators and applicants become familiar with both the law and regulation.

Act 114 of 2006 specifies that all applicants for employment with public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. In addition, Act 114 extended the background check requirements to include student teacher candidates. As of April 1, 2007, the following three background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34). Applies to individuals hired as of January 1, 1986.
2. Department of Public Welfare Child Abuse History Clearance (Act 151)
3. Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education.

The Department of Education has outlined procedures for obtaining the federal criminal history record information from the FBI. Those procedures will change as of December 1, 2008. The new procedures and the process for obtaining the PA State Police Criminal Records Check and the Department are included in this webpage. In addition, Frequently Asked Questions and Answers are also included to assist school administrators and applicants with the process.

• **Procedures for Initial Login and Creating Additional User IDs and Passwords (SCHOOL ENTITIES ONLY)**

- **New Process for Federal Criminal History Records – Dec. 1, 2008**
- **Online Review of Applicant Federal Criminal History Records**



Background Check Questions and Answers - PDE & DPW Reports

Background Check Questions 22 P.S. 1-111 As Amended -Act 114 of 2006 February 6, 2009

~~UPDATED~~ **Frequently Asked Questions**

Frequently Asked Questions - Requirements for Student Teachers FBI Federal Criminal History Records for Prospective Employees Procedures

~~UPDATED~~ **Act 114 of 2006, 24 PS 1-111, Background Checks**

~~UPDATED~~ **Federal Criminal History Background Checks**

~~UPDATED~~ **Act 34 Background Checks**

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK

PART I: TO BE COMPLETED BY REQUESTER
(INFORMATION WILL BE MAILED TO REQUESTER ONLY)

DATE OF REQUEST

***** TYPE OR PRINT LEGIBLY WITH INK *****

NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.

WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.

| | | | |
|----------------|-------|-----|--|
| REQUESTER NAME | | | |
| ADDRESS | | | |
| CITY | STATE | ZIP | |

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | - | | | | | | | | | | | | | | | |
|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)

INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.

FEE EXEMPT NONCRIMINAL JUSTICE AGENCY

***** DO NOT SEND CASH OR PERSONAL CHECK *****

| | | | | |
|-------------------------------------|------------------------------|---------------------|-----|------|
| NAME/SUBJECT OF RECORD CHECK (LAST) | (FIRST) | (MIDDLE) | | |
| MAIDEN NAME AND/OR ALIASES | SOCIAL SECURITY NUMBER (SOC) | DATE OF BIRTH (DOB) | SEX | RACE |

REASON FOR REQUEST (CHECK ONE BLOCK)

- EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)
 ELDER CARE
 CHILD CARE
 SCHOOL DISTRICT
 ADOPTION/FOSTER CARE
 OTHER (SPECIFY)

ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY

INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY
(AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

| | |
|--|--|
| <p>REQUESTER CHECKLIST</p> <p>DID YOU ENTER THE FULL NAME, DOB, AND SOC?</p> <p>DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?</p> <p>*** DO NOT SEND CASH OR PERSONAL CHECK ***</p> <p>DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?</p> | <p>AFTER COMPLETION MAIL TO</p> <p>PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY - 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758 717-783-9973 BUSINESS HOURS 8:15 am - 4:15 pm (Monday - Friday)</p> |
|--|--|

PART II: CENTRAL REPOSITORY RESPONSE ONLY *****DO NOT WRITE BELOW THIS LINE*****

| | | |
|--|---|-------------------|
| <p>INFORMATION DISSEMINATED</p> <p><input type="checkbox"/> NO RECORD <input type="checkbox"/> CRIMINAL RECORD ATTACHED</p> | <p>INQUIRY DISSEMINATED BY</p> | <p>SID NUMBER</p> |
| <p>THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.</p> <p> <input type="checkbox"/> NAME <input type="checkbox"/> SOCIAL SECURITY NUMBER <input type="checkbox"/> DATE OF BIRTH <input type="checkbox"/> RACE <input type="checkbox"/> SEX <input type="checkbox"/> MAIDEN/ALIAS NAME </p> | <p>CERTIFIED BY</p> <p>(DIRECTOR, CENTRAL REPOSITORY)</p> | |

This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

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 CHILDLINE 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

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

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 <input type="checkbox"/> M <input type="checkbox"/> 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)

| | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> CHILD CARE | <input type="checkbox"/> 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). | <input type="checkbox"/> CWEP (Community Work Experience Program Participant) |
| <input type="checkbox"/> FOSTER CARE | | |
| <input type="checkbox"/> ADOPTION | | |
| <input type="checkbox"/> SCHOOL | | |

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 - CHILDLINE 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. | | 3. | |
| 2. | | 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