

DIRECTIONS FOR COMPLETING CLEARANCE FORMS

Go to Marywood Website www.marywood.edu

↳ Click on [Student Services](#)

↳ On left side of page, click on [Campus Ministry](#)

↳ On left side of page, click on [Forms](#)

Scroll down to section for "Clearances"

STATE POLICE CRIMINAL RECORD CHECK

Click link for "[PA State Police Criminal Record Check](#)"

You can apply in two ways, (1) online using a credit card, or (2) by mail with a money order:

1. Online Request (using a Credit Card):

- In Part **1. Online Request**, Click the link to access the [Pennsylvania Access to Criminal History \(PATCH\) Website](#).
- Click on "[Submit a New Record Check](#)"
 - o Reason for Request, select "Employment"
 - o Complete all personal info, using your local address
 - o Click "Enter This Request" and then "Finished"
 - o Click "Submit" and enter your credit card info. The check is performed within seconds, and your Response document can be viewed immediately. DO NOT exit the website or close your browser window yet.
 - o Print the receipt or click on the Control/Invoice # to obtain a receipt and print it for your records.
 - o Click on "Certification Form" to view your Response. Print 2-3 copies.
- Give a copy of your official form to the Community Service office or the agency supervisor as directed.
- Keep 1-2 copies of the Certification Form and Receipt in a safe place for future use.

2. Submitting A Request Form (send certified check or money order):

- On the Marywood University Campus Ministry Forms page, click link for "[PA State Police Criminal Record Check](#)"
- In Part **2. Submitting a Request Form**, click on "Download the Criminal History Request Form SP4-164"
- Complete the form
 - o For Name/Requestor, list Marywood University Campus Ministry, 2300 Adams Ave., Scranton, PA 18509
 - o To the right of the Name/Requestor box, under CHECK ONE BLOCK, check the box for "Individual/NonCriminal Justice Agency"
 - o Complete the personal info. Use your local address.
 - o Reason for Request: check "Employment"
 - o Print 3 copies of the completed form
 - o Obtain a \$10.00 Money Order payable to "Commonwealth of Pennsylvania"
 - o Mail original form and money order to PA State Police (address on form)
- Give one copy of your completed form to the Community Service office or the agency supervisor as directed. Keep 1-2 copy for your records.
- When the Clearance Certificate arrives in the mail, give a copy to the Community Service office or the agency supervisor as directed.
- Keep the Clearance Certificate in a safe place for future use.

CHILD ABUSE HISTORY CLEARANCE

- Go to the Campus Ministry webpage, click on Forms, and under “Clearances” click on “[PA Child Abuse History Clearance](#)” OR go directly to the [PA Department of Public Welfare’s website](#)
 - o In the middle of the page, click the link for [Pennsylvania Child Abuse History Clearance Form \(CY-113\)](#).
 - o Print and complete the form. Use your local address. All information since 1975 must be provided to the best of your knowledge. Under “Purpose of the Clearance” select “School”
 - o Make 2 copies of the completed form.
 - o Obtain a \$10.00 money order payable to “Department of Public Welfare”
 - o Send the completed form and money order to Childline and Abuse Registry (address on form)
- Keep one copy, and give one copy to the Community Service office or the agency supervisor as directed.
- When your Clearance certificate comes back to you in the mail, give a copy to the Community Service office or the agency supervisor as directed.