

Aaron's Acres Clearance Instructions

PA Child Abuse Clearance

Link: [PA Child Abuse Clearance](#)

Fee: \$13.00

- You will need addresses of all previous residences and names and ages of others that you have previously lived with.
- Click on “Create Individual Account” to create a new account or “Individual Login” if you have an account and know your user ID and password.
- When prompted click on “Access to my Clearances”
- When prompted click on “Create Clearance Application”
- Application Purpose: You **must** choose the purpose beginning with “**Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children.**” **If you do not, per the Department of Human Services’ guidelines, Aaron’s Acres cannot accept the clearance or allow you to work with the participants.**
- Watch your email—you will receive your certificate within 14 dates. Once you have that, please scan and email a copy to heathergood@aaronsacres.org.

PA Criminal Background Check

Link: [PA Criminal Background](#)

Fee: \$22.00

- Click on “Submit a New Record”—Not for Volunteers, it will take you to a new page. Scroll to the bottom and “Accept”, check “Individual Request” it will take you to the page that you need to fill out. Please select “employment” as the reason for obtaining this clearance.
- After you pay, you will be brought to a page with a Control # that starts with R. Click on that number. Click on “Certificate Form” and save the certificate. Email that certificate to heathergood@aaronsacres.org.

FBI Clearance

You will need to apply for the clearance online and then go and have your fingerprints rolled.

Link: [FBI Clearance](#) - Please be sure you are completing this clearance through the Department of Human Services **NOT** the Department of Education

Service Code: **1KG756** - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

Fee: Approximately \$25.00

- Click on “Schedule or Make an Appointment” and complete the application.
- Please add the Employer Information to the application:
Aaron’s Acres
1861 Charter Lane Suite 114
Lancaster, PA 17601
- The last page will take you to a location selection page. You will need to schedule an appointment at one of the locations listed. When complete, please print the receipt (print button on top of page).
- Please bring the receipt and the enrollment documentation (i.e. Driver’s license, etc.) with you to your appointment along with payment (the receipt will tell you how much you owe—approximately \$25.00)—check, money order or credit card--**They DO NOT accept cash!**
- You will receive your certificate in approximately 4 weeks from the date of fingerprints. Please scan and email a copy to heathergood@aaronsacres.org.