

For the PA Child Abuse Clearance: Follow this link to the [PA Child Abuse Clearance](#). Click on Create Individual Account. If you do not already have a Keystone ID—or you are unsure of your ID and password, please create a new one. Accept the terms and conditions and create a clearance application.

The **Application Purpose** is 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: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:

- A youth camp or program;
- A recreational camp or program;
- A sports or athletic program;
- A community or social outreach program;
- An enrichment or educational program; and
- A troop, club or similar organization

Continue through the rest of the application—you will need addresses of all previous residences and names and ages of others that you have previously lived with.

Pay the fee on line. Watch your email—you will receive your certificate within 14 days. Once you have that, please scan and email a copy to [elaineburnett@aaronsacres.org](mailto:elaineburnett@aaronsacres.org).

For the PA Criminal Background Check: Follow this link [PA Criminal Background](#), Click on “Submit a New Record”—Not for Volunteers, it will take you to a new page. Then 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. A fee needs to be paid by credit card. After you pay, you will be brought to a page with a “Control # that starts with R. Click on that number and print the certificate. Scan and email that certificate to me...NOT THE CONTROL NUMBER.

For the FBI Criminal Background Check: **THIS IS A NEW PROCEDURE**--Please remember that you will need to apply for the clearance online, pay for the clearance and then go and have your fingerprints rolled.

Follow this link [FBI Clearance](#) and enter this service code—**1KG756**

Complete the application. 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 (ie. Driver’s license, etc) with you to your appointment along with payment (the receipt will tell you how much you owe)—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 me.