

HOW TO OBTAIN CLEARANCES

All Hands Interpreting Services, LLC recognizes that most of the clearances listed below are currently a requirement for public and private schools in the state of Pennsylvania; however, businesses reserve the right to create their own policies and request clearances for individuals that may be in direct contact with children at any time within their place of business. This is not limited to schools alone. AHIS strives to provide not only highly qualified interpreters, but highly credentialed interpreters, and presents this to all businesses we serve.

PA State Police Request for Criminal Records Check (Act 34)

- <https://epatch.state.pa.us>
- Process on line with credit card
- Fee is \$10.00 payable to Commonwealth of Pennsylvania
- Applicants may apply online through PATCH and obtain their report online, or Applicants may also use Form SP-164, Pennsylvania State Police Request for Criminal Record Check and mail a money order to the PA State Police with the application. The form may also be downloaded at the above site.

Department of Public Welfare Child Abuse History Clearance (Act 151)

- For the process and to connect to the form:
<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm> OR
- For direct access to PA Child Abuse History Clearance Form (CY-113)
http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
- Fee: \$10.00 payable to Department of Public Welfare
- NO personal checks or cash, money orders only
- For status of a request, please call the Department of Public Welfare, Childline and Abuse Registry at (717) 783-6211 or (toll-free) at 1-877-371-5422.

Federal Criminal History Record Information (CHRI Act 114)

- <https://www.pa.cogentid.com>
- Click on Department of Education OR
- Register by phone at 1-888-439-2486
- Fee: \$28.75 payable to Cogent Systems

Tuberculosis test

Obtained by a family physician, CVS Pharmacy, walk-in clinics, outpatient facilities, Passport Health locations

**Check online for locations of the above mentioned in your area*