**CLEARANCES**

Step by step instructions:

**Pennsylvania Child Abuse History Clearance:**

* <http://keepkidssafe.pa.gov/>
* Click on *Get A Clearance* tab on right side
* Click on [Pennsylvania Child Abuse History Clearance](http://keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm)
* Cost is free for volunteers
* Follow instructions for either Online Submission or Paper Submission

**Pennsylvania State Police Criminal Record Check:**

* <http://keepkidssafe.pa.gov/>
* Click on *Get A Clearance* tab on right side
* Click on [Pennsylvania State Police Criminal Record Check](http://keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm)
* Cost is free for volunteers
* Follow instructions for either Online Submission or Paper Submission
* Fill out all required fields

\*Please be sure to record the date on which you filled out the forms.

This date can be used to retrieve the records with the Control number after they have been processed.

If you fill out the forms online, you can email them to [jen.kosydar@manheimchristian.org](mailto:jen.kosydar@manheimchristian.org) or print them for your records and turn in a copy to the office. If you have any questions please call the MCDS office at (717)665-4300.