

## **Guest Teacher Instructions for Submitting the Pennsylvania Child Abuse History Clearance**

1. Print the form two-sided (*not* two separate pages).
2. Type or print clearly and neatly in ink – complete Section I only.
3. Address must be Applicant's current home address.
4. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
5. ***IMPORTANT***: One block must be checked for Purpose for Clearance. Do not check more than one block. ***GUEST TEACHERS***: Check the School Block.
6. Application must be signed.
7. Enclose a \$10.00 money order for each application. No cash or personal checks accepted.
8. Do not send any postage paid return envelopes.
9. Application should be placed in a business-sized or larger envelope prior to mailing.
10. Mail completed form and \$10.00 money order to address at top of form.

Clearance results will be mailed to you within 14 days from the date that the clearance is received in the Department of Public Welfare office. There will be no replacements after 90 days. Failure to comply with the above instructions will cause considerable delay.