

Step by Step Instructions for Clearance Forms

Volunteers may need:

- [Request for Criminal Background Check](#)
- [Pennsylvania Child Abuse History Clearance](#)

Criminal Background Check

- Have a credit card ready.
- Click the link above for this clearance.
- Click on *Submit a New Record Check*
- Reason for Request - choose *Volunteer*
- Use your Messiah College address
- Accurately complete the information requested and click *Next*
- Verify, then click on *Proceed*.
- Enter your personal information again and click *Enter the Request*.
- Click on *Finished*.
- Click *Submit* on the Review page
- Enter your credit card information and click *Next*
- Click on the hyperlink for the control number.
- Click on *Certification Form*.
- Print at least 3 copies of this form - one for you, one to mail with your Child Abuse History clearance (if required for your service opportunity), and one for Outreach Team records
- Turn in one copy to the Agape Center with your service opportunity written on the top of the page.

Child Abuse History Clearance

- Click the link above for this clearance, and print the form.
- Enter your name, Messiah College address, and other personal information as requested in the first box. Your county is *Cumberland*.
- Skip any sections that don't apply to you.
- Purpose of clearance - check *Volunteer*.
- Sign the form at the bottom of Section 1. There is nothing for you to complete beyond this.
- You must attach a money order made payable to *Department of Public Welfare*. Money orders are available at the Grantham Post Office or convenience or grocery stores. You must pay cash for a money order (\$10 + the cost of the money order).

- Make a copy of the form before sending it off as proof of processing. File in a safe place with your money order receipt.
- Mail the completed form with the money order and a copy of your criminal background check to the address at the top of the form.
- You will receive the clearance within three to five weeks at the address you listed on the form. Bring a *copy* of your clearance with your service opportunity written on the top of the page to the Agape Center. You are welcome to use the Agape Center copier.