

### **1. Pennsylvania State Police Request for Criminal Records**

Cost: \$10.00 Credit Card

Time: 1 Week

How To: [Complete form here](#). Make sure to keep 2 copies of your "Certification Form". A copy will be required to complete Step 2, and a copy must be submitted to the Mentor Allentown Coalition.

### **2. Department of Public Welfare Child Abuse History Clearance**

Cost: \$10.00 Money-Order ONLY, payable to "Department of Public Welfare". Do not send cash or check.

Time: 2-3 weeks

How To: [Complete form here](#). Make sure to check "Volunteer" and fill out the form completely. **IMPORTANT: You must attach a copy of your processed "Pennsylvania State Police Request for Criminal Records".**

Where: ChildLine and Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170

### **3. Federal Criminal History Record Information**

Cost: \$28.75 Credit Card

Time: 2 weeks

How To: [Register here](#) under Department of Education. After completing registration, you will be required to [find a fingerprinting location](#). Bring a Valid Picture ID and your Registration ID to your location. Fingerprinting will take 5-10 minutes.