



Dear Employee,

The state of Pennsylvania requires the employee to complete a request for a Child Protection Register Check on Child Abuse & Neglect for purposes of making employment decisions to any organization working directly with children.

Please open link and complete form as follows:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>

- Note that this form requests **ALL** previous addresses and **ALL** household members who lived with you at any time since 1975 to present.
- Detailed instructions from Pennsylvania for filling out this form, can be found on pages three and four.
- Under “Purpose of Certification” Check box – **School employee governed by the Public School Code**
- Agency/Organization Name - **Prince William County Schools**
- Check Box – **Consent/Release of Information Authorization form is attached.**
- Fill in remainder of applicant demographic information.

Open link to form: Consent/Release of Information Authorization Form.

https://www.aimpa.org/uploaded/Careers_Info/16_Child_Abuse_Clearance_Waiver.pdf

- Print your name in the spaces given for Applicant’s Name. Print, **Prince William County Schools**, in the spaces given for Name of Requesting Agency.

Enter the following information in section “Please send my certification result(s) to:

- Agency Name - **Prince William County Schools, HR- Compliance Specialist**
- Agency Street Address – **14715 Bristow Road**
- Agency City, State, Zip – **Manassas, VA 20112**
- Sign above the space given for Applicant’s Signature and include the date. This allows Prince William County Schools to receive the results of your background check according to the pre-completed, Other Address, section of the form.

Bring this form and all completed documents to your Fingerprint Session. This form will be submitted to the Pennsylvania Central Registry on your behalf.

If you have any questions on this matter, please contact the Compliance Office directly at 703-791-8958/8382.

Sincerely,

Compliance Specialist, Human Resources Department