

Filling out the PA Child Abuse History Clearance form INSTRUCTIONS

1. Type or print clearly and neatly in ink **Section 1 only**.
2. **Don't** use initials, even for your middle name—it causes a delay in the processing of your form.
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. Application must be signed.
6. One block must be checked for "Purpose for Clearance."
CHECK THE BLOCK MARKED SCHOOL. Do not check more than one block.
7. Return the completed form to Saint Kilian Parish. The parish will pay the processing fee and mail the form.
8. Clearance results will be mailed directly to you within 14 days from the date that the clearance is received.
9. When you receive your clearance results bring the form to the **Parish Office**. We need the original for your file.

Thank you for joining in our ministry!