**Instructions for Child Clearances**

Workshop providers/instructors/volunteers must have a Criminal Background Check on file with TechGirlz prior to working with Middle School Children.

There are 2 required reports:

1. PENNSYLVANIA STATE CRIMINAL HISTORY RECORD  
Applicants use Form SP-164, Pennsylvania State Police Request for Criminal Record Check

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087>

Cost is $10 (will be reimbursed if requested)

2. CHILD ABUSE HISTORY CLEARANCE  
Applicants use Form CY-113, Pennsylvania Child Abuse History Clearance

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087>

Cost is $10 (will be reimbursed if requested)

**Note: If you are doing a Workshop within a School, you are also required to have the following Record Check:**

3. FBI CRIMINAL HISTORY RECORD CHECK <https://www.pa.cogentid.com/index_dpw.htmb>.

Cost is $27.50 (will be reimbursed if requested)

**Once you have your clearance documentation, please send to:**

* Scan and email to: [info@techgirlz.org](mailto:info@techgirlz.org)
* Or, fax to: 215-358-1781, Attention: Tracey
* Or, mail to : TechGirlz, 239 Barker Rd, Wyncote, PA 19095

**Thank you**