



In order to work with minors, volunteers need to complete the following three clearances:

- PA Child Abuse History Clearance (free)
- PATCH- Pennsylvania Access to Criminal History (free)
- FBI Criminal History Background Check- fingerprints required (there is a fee that we can reimburse)

*Clearances are valid for 5 years.

Directions for Obtaining Clearances

Penn Human Resources manages the completion of the clearances. If you need to complete any, or all, please follow the steps on the Penn Human Resources webpage:

<https://www.hr.upenn.edu/for-managers/talent-aquisition/protecting-minors-on-campus>

Instructions for filling out the **Minors Program Background Check Request Form**.

*You are the Requester and the Applicant.

Page 1- Program Information

Program Title: **Office of Outreach, Education, & Research**

School/Center: **School of Medicine**

Start Date for Work with Minors: **Enter a date 2 weeks from the current date**

Program Participant Employment Status: **You will most likely select “Paid Employee”. Usually the only “Volunteers” are undergrads as they are true students who are not receiving any stipend/salary from Penn.**

Page 2- Applicant Information

First and Last Name of person responsible for tracking applicant’s background check status:

Dr. Jamie Shuda

Applicant Tracker’s Email Address: jamie.shuda@pennmedicine.upenn.edu