

## **INSTRUCTIONS FOR PROVIDERS:**

### **NATIONAL SEX OFFENDER REGISTRY VERIFICATION**

Child care providers must obtain a federal criminal history certification, National Sex Offender Registry (NSOR) Verification, Pennsylvania criminal history, and child abuse certifications. In addition, the Pennsylvania Child Protective Services Law requires child care providers to complete a course titled, "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania." This letter tells you how to obtain your federal criminal history results, NSOR verification and how to complete the required training.

### **NATIONAL SEX OFFENDER REGISTRY VERIFICATION**

You will need to access the KeepKidsSafe website at <http://keepkidssafe.pa.gov/resources/clearances/index.htm> to print the application. Applications must be submitted to ChildLine using one of the following methods:

1. Mail to the Clearance Verification Unit, ChildLine at the following address:  
Department of Human Services P O Box 8170 Harrisburg, PA 17105-8170
2. Scan the completed application and email to the following resource account:  
[RA-PWNSOR@pa.gov](mailto:RA-PWNSOR@pa.gov)
  - In the subject line list 'NSOR Clearance Applicant Last Name (i.e. Smith).
3. Or Hand deliver to the Clearance Verification unit lobby located at: 5 Magnolia Drive Harrisburg PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C.

You can expect a processing time of 14 days from the receipt of the application at ChildLine.

There is no cost to obtain the NSOR verification.

**Contact your ELRC at 570-327-5495 as soon as you receive your fingerprint results and have your Certificate of Completion for Mandated Reporter training. The ELRC will then schedule you for a face-to-face meeting.**