

APPLICATION: National Sex Offender Registry Verification

The following individuals must complete the National Sex Offender Registry verification application:

- Any individual 18 years or older residing in the child care setting where child care is occurring.
- Any individual working for a Regulated Child Care Provider.
- Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Any volunteer of a child care provider, group day-care home or family child care home.

Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:

1. Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; **OR**
2. Scan the completed application and email to: **RA-PWNSOR@pa.gov** In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); **OR**
3. 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.

- Processing time is fourteen days from the date the application is received.
- Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.
- There is no fee for the National Sex Offender Registry verification letter.
- Refer all questions to the Clearance Verification Unit at 877-371-5422.

Purpose of the National Sex Offender Registry Verification (Check one box only)

- Individual 18 years or older residing in the facility where child care is occurring.
- Individual working for a Regulated Child Care Provider.
- Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Volunteer of a child-care provider, group-daycare home or family child care home.

Applicant Demographic Information (All fields required)

Full Name (Last, First, Middle Initial): _____

Social Security Number (XXX-XX-XXXX): _____

Date of Birth (MM/DD/YYYY): _____

Daytime Phone Number (XXX-XXX-XXXX): _____

Mailing Address: _____

E-mail Address: _____

I affirm the above information is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under penalty of law per Section 4904 of the Pennsylvania Crimes Code.

Signature: _____

Date: _____

For CVU internal use only

Date application received at CVU:

Date emailed/mailed to the applicant:

National Sex Offender Registry

THIS VERIFICATION IS ONLY REQUIRED FOR:

Any individual 18 years of age or older residing in the child care setting, including any relative child care providers caring for children receiving subsidized child care;

Any individual working for a regulated child care provider;

Any individual with an ownership interest (corporate or non-corporate) in a regulated child care provider and who participates in the organization and management of the operation; and

Any volunteer of a child care provider, group day care home, or family child care home.

To maintain compliance with the federal Child Care Development Block Grant, the Office of Child Development and Early Learning (OCDEL) partnered with the Office of Children, Youth, and Families to provide applicants with a verification letter confirming their name search on the National Crime Information Center's National Sex Offender Registry (NSOR). This national search must be performed for any individual working for or as a regulated child care provider and any relative child care providers caring for children receiving subsidized child care.

The verification letter is valid for 60 months. Individuals continuing their relationship with child care as a provider or resident must renew their clearance prior to its expiration.

NSOR Verification Application

[NSOR Verification Application — English](#)

[NSOR Verification Application — Spanish](#)

Currently, all applicants for NSOR verification must print and fill out the application. All fields of the application must be completed. Once completed, use one of the following options to submit the application for processing:

Mail to the Clearance Verification Unit, ChildLine at the following address:
Department of Human Services, PO Box 8170, Harrisburg, PA 17150-8170;

Scan and email the application to:
RA-PWNSOR@pa.gov

with "NSOR Verification Applicant_ (Your Last Name)" in the subject line; or

Hand-deliver to the Clearance Verification Unit lobby at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building #53). Free parking is available.

NSOR Verification Fee and Processing Details

There is no fee for the NSOR verification.

Processing time is 14 calendar days from the date the application is received at the Clearance Verification Unit (CVU).

Retain a copy of the completed application for your record. You may need a copy as proof of your submission.