



Job's Daughters International
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PENNSYLVANIA NEW APPLICATION CHECKLIST

Pennsylvania applications can now be submitted online. To submit your application, please follow the instructions found at <https://jobsdaughtersinternational.org/youth-protection/>. You will need to create an account, fill out the necessary information, and submit the \$50.00 application fee.

Once you have paid the fee and the office has verified your training, you will receive an email with the link to the background company. All of your information and additional paperwork can be submitted via the online portal.

To comply with Pennsylvania State Law, all applicants must submit additional paperwork for the background screening. The following items must be completed and submitted with your background check:

- ▽ Pennsylvania Department of Transportation form (no fee required)
- ▽ Pennsylvania State Police Criminal Record report (no fee, but must be completed on your own)
- ▽ Pennsylvania Child Abuse Record (no fee, but must be completed on your own)
- ▽ FBI disclosure form if living in Pennsylvania for the past 10 years
- ▽ FBI fingerprinting results if living in Pennsylvania less than 10 years (Fee, and must be completed on your own)

**Please note that the background screenings for all new Pennsylvania applications do take longer than a regular screening.

For more information about the Pennsylvania requirements and forms, please visit
<http://www.keepkidssafe.pa.gov>