

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any former names  
by which you have  
been identified: \_\_\_\_\_

**Section 2. Report of Arrest or Conviction**

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

**Details of Arrests or Convictions**

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3. No Arrest or Conviction**

By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
- Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 2910 (relating to luring a child into a motor vehicle or structure)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3124.2 (relating to institutional sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 3129 (relating to sexual intercourse with animal)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - Section 6318 (relating to unlawful contact with minor)
  - Section 6319 (relating to solicitation of minors to traffic drugs)
  - Section 6320 (relating to sexual exploitation of children)
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
- the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

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**Background Checks (Act 114 and Act 24)**

**Changes to Section 111 of School Code are Effective September 28, 2011.**

Act 24 of 2011 (Act 24) contains a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. Among these changes, Act 24 amends Section 111 of the School Code, the section of the School Code that provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools (AVTS). Section 111 also applies to independent contractors and their employees who have direct contact with children and to student teacher candidates assigned to public and private schools (link for PDF [New Background Check PennLink](#)).

**Availability of new PDE Form for Employees to Report Section 111(e) Offenses to School Administrators.**

The new law includes an important mechanism to help ensure that current school employees, who may not have been subject to a previous background check, are now required to provide assurances that they have not been previously arrested or convicted of Section 111(e) offense. Accordingly, under Act 24, all current school employees are required to complete and return to their school administrator or other person responsible for school employment decisions (the School Administrator) a form developed by PDE to report prior arrests or convictions for any offense listed in Section 111(e). This form (PDE-6004) is now available on this page (link for PDF [Arrest or Conviction Report](#)).

**All current school employees of a public or private school, intermediate unit or AVTS must complete PDE-6004 and return it to the School Administrator by December 27, 2011. DO NOT RETURN THIS FORM TO PDE.**

School Administrators are responsible for making sure that all employees complete this form. If an employee refuses to submit the form, Act 24 requires that the School Administrator require the employee to submit a current background check under Section 111. In addition, school employees will be required to report to the School Administrator within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011. The PDE form should be used to report these arrests or convictions to the School Administrator. School Administrators are advised to notify their employees of the availability of PDE-6004 as soon as possible as well as inform their employees as to whom the form must be returned and the applicable deadlines for return of the form.

**EFFECTIVE SEPTEMBER 14, 2010, THE FEE CHARGED FOR FEDERAL (FBI) CRIMINAL HISTORY BACKGROUND CHECKS WILL BE REDUCED FROM \$36.00 TO \$33.00. (Additional fee of \$2.50 when the individual requests a paper copy.)**

The purpose of this page is to ensure administrators and applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks. In addition, the procedures to be followed for obtaining background checks are included in this web page. We recommend that administrators and applicants become familiar with both the law and the regulation.

Act 114 of 2006 specifies that all applicants for employment in public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. In addition, Act 114 extends the background check requirements to include student teacher candidates. As of April 1, 2007 the following three background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34). Applies to individuals hired as of January 1, 1986.
2. Department of Public Welfare Child Abuse History Clearance (Act 151).
3. Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education

The Department of Education has outlined procedures for obtaining the federal criminal history record information from the FBI. The procedure for obtaining a federal background check has changed since December 1, 2008 and this procedure, including information for obtaining the PA State Police Criminal Records Check and the Department of Public Welfare Clearance is included in this webpage. In addition, Frequently Asked Questions and Answers are included to assist school

administrators and applicants with the process.

**Information & Procedures**

- **Federal Criminal Background Checks** (contains the following)
 

Implementation	School Entity Procedures
General Requirements	Student Teachers and Universities
Applicant Procedures	School Contractor Procedures
Agency Billing (ABID)	Other Entities
Unofficial Report (Applicant copy)	Provisional Hire
Fingerprint Processing and Storage	Group Fingerprinting
Fingerprint Correction and Resubmission	Security
Obtaining a Username and Password	Where to Find Help
- **Presentation for Contractors** (PDF file - [link for free Adobe Reader](#))
- **Background Check Webinar** (Recorded Illuminate Webinar - 4/22/2009)

**Frequently Asked Questions – Background Checks**

- **General Questions and Answers**
- **PDE and DPW Reports: Differences and Acceptability**
- **Frequently Asked Questions for Student Teachers**
- **Frequently Asked Questions for PIAA Officials** (PDF)

**Guidance and Law Regarding Criminal Background Checks**

- **Act 34 Background Check Information**
- **Act 151 (Child Abuse) Background Check Information**
- **Act 114 of 2006, 24 PS 1-111, Law for Federal (FBI) Background Checks**

**Nurse Aides**

- **Online Review – FBI Reports for Eligibility Into a Nurse Aide Training Program** (PDF file - [link for free Adobe Reader](#))

**PIAA Sports Officials Background Check Requirements** ([link to webpage](#))

- PDE Instructions for Schools (PDF)
- PIAA Memorandum to Sports Officials 7/1/2009 (PDF)
- Frequently Asked Questions for PIAA Officials (PDF)
- Background Check Presentation for PIAA Sports Officials (PDF)
- Provisional Contracting Statement Sample (Word and PDF)
- Background Checks for PIAA Sports Officials Webinars (Illuminate Webinar)
  - Listing of available Webinars
  - Instructions for Webinar Recordings (PDF)

**Introduction**

For additional information, please contact:

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