



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

Jane Lehigh  
123 Any Street  
Bethlehem, PA 18015

SSN: XXX-XX-  
TCN: DPW4656166

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the result of your federal criminal history background check as of 05/01/2015.**

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

A handwritten signature in black ink that reads "Cindi E. Horshaw".

Cindi E. Horshaw, Acting Bureau Director  
Bureau of Policy, Programs and Operations