



Job's Daughters
INTERNATIONAL®

Job's Daughters International
233 W. 6th St., Papillion, NE 68046
402-592-7987; Fax 402-592-2177; sgc@iojd.org

PENNSYLVANIA NEW APPLICATION CHECKLIST

Starting October 2019, new Pennsylvania applications can be submitted online. To submit your application, please follow the instructions found at <https://jobsdaughtersinternational.org/apply-renew-online/>. You will need to create an account, fill out the necessary information, and submit the \$50.00 application fee.

To comply with Pennsylvania State Law, all applicants must also submit additional paperwork for the background screening. The following items must be completed and sent to the **Supreme Office** (either via email or mail) at the time you submit your online application and \$50.00 payment:

- ∇ Pennsylvania Addendum (required by JDI for background screening)
- ∇ 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)

If your application is missing any of the above items, the **Supreme Office** will be unable to process it until those items are received.

Once all the paperwork has been submitted to the **Supreme Office**, the application will be sent to and processed by the background company. This does mean that unlike with applications from other jurisdictions, PA online applicants will not receive the link to the background company.

****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>