

PA Child Abuse Clearance History ON-LINE Application Instructions

1. Log in to the PA child welfare information website:

<https://www.compass.state.pa.us/cwis/public/home>

PA pennsylvania

Create Keystone ID: General Information

1 General Information

2 Profile Information

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

Child Welfare Portal
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

SERS' Online Member Services
Members of the State Employees' Retirement System can get statements, run estimates, and more.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID.
Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

[Next](#) [Cancel](#)

2. Click on "Create a New Account "

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

FAQ | [Contact Us](#)

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE
Child Welfare Portal

Our service provides a means for mandated reporters to report child abuse in Pennsylvania and for users to apply for a PA Child Abuse History Clearance online.

[CREATE A NEW ACCOUNT](#) or [LOGIN](#)

3. Follow instructions to create a Keystone ID

Create Keystone ID: Profile Information

1 **General Information** 2 **Profile Information**

• = Required

To create a new Keystone ID, please provide the following information:

| | | |
|-----------------|--|------------------------------|
| •Keystone ID | <input type="text"/> | (must be 6 to 10 characters) |
| •First Name | <input type="text" value="Keystone ID"/> | |
| •Last Name | <input type="text"/> | |
| •Date Of Birth | <input type="text"/> | (MM/DD/YYYY) |
| •E-mail | <input type="text"/> | |
| •Confirm E-mail | <input type="text"/> | |

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Security Question Tips
Choose questions for which you will easily recall the answers: do not write down the questions and answers, as this undermines their usefulness as a security tool.
Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.
Avoid using special characters (\$#@%) and punctuation (" , - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

| | |
|----------------------|--|
| •Security Question 1 | <input type="text" value="Please select a security question"/> |
| •Answer | <input type="text"/> |
| •Security Question 2 | <input type="text" value="Please select a security question"/> |
| •Answer | <input type="text"/> |
| •Security Question 3 | <input type="text" value="Please select a security question"/> |
| •Answer | <input type="text"/> |

For security reasons, please answer the following question.

| | |
|----------|---|
| Question | Write in words the number characters in 'United States of America'? |
| •Answer | <input type="text"/> |

4. Check your e-mail for your temporary password for your Keystone ID

Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

Please click the Close Window button and login to your application.

Close Window

5. Log back in to the Child Welfare portal and click on **Login** (use the username and temporary password that was sent to you via email)
<https://www.compass.state.pa.us/cwis/public/home>
6. [You will be prompted to create a new password. After you have created your new password, you will log back in.](#)



If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE

Child Welfare Portal

Our service provides a means for mandated reporters to report child abuse in Pennsylvania and for users to apply for a PA Child Abuse History Clearance online.

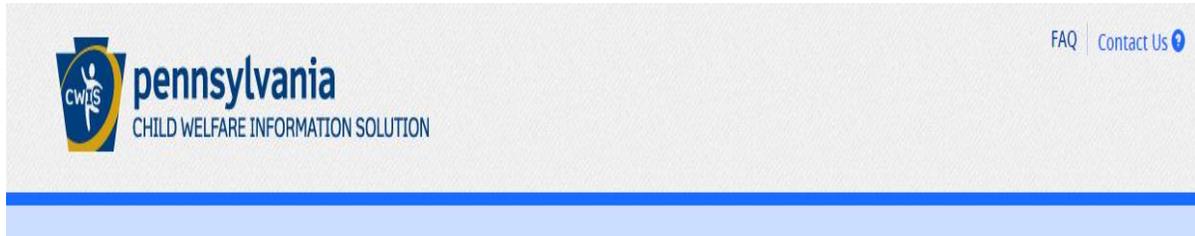
CREATE A NEW ACCOUNT

or

LOGIN



Click on **access my clearances**



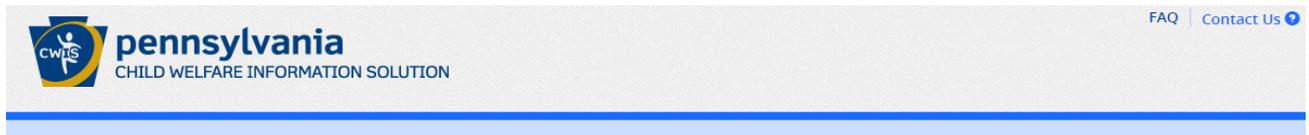
What Would You Like To Do Today?

Please select which account you would like to access.



[ACCESS MY CLEARANCES](#) [ACCESS MY REFERRALS](#)

7. Click on **Continue (at the bottom)**



Learn More

ABOUT THIS WEBSITE

This secure website is provided for individuals who want to have their **Pennsylvania Child Abuse History Clearance** processed online. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.

DISCLOSURE OF PERSONAL INFORMATION

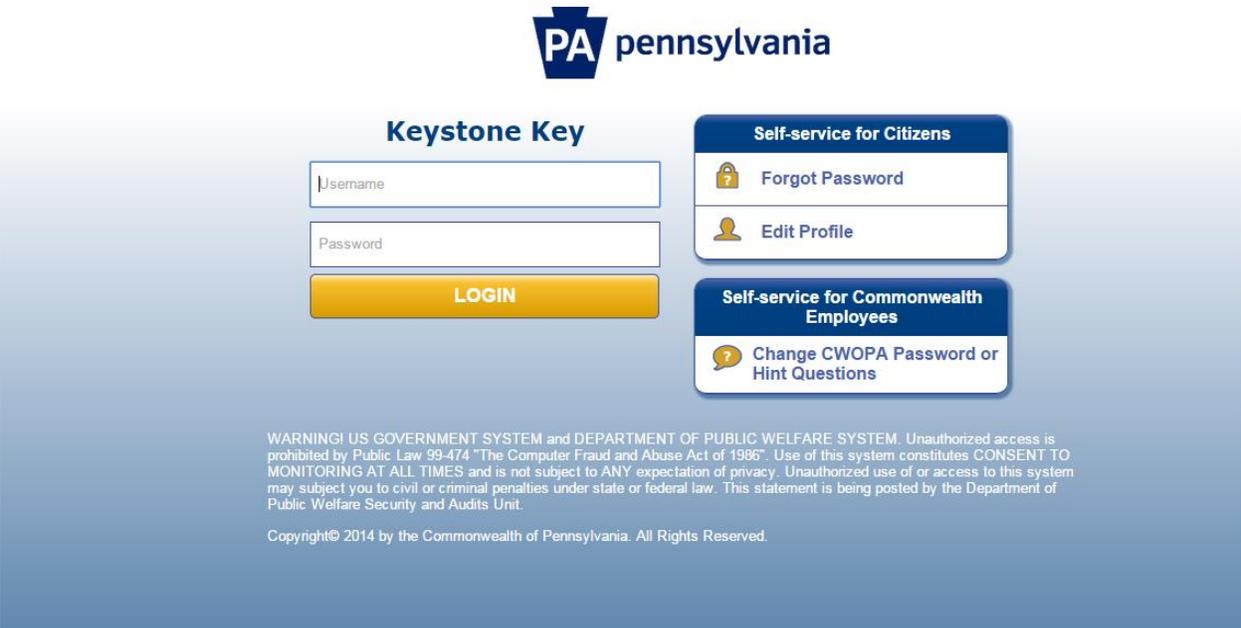
Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

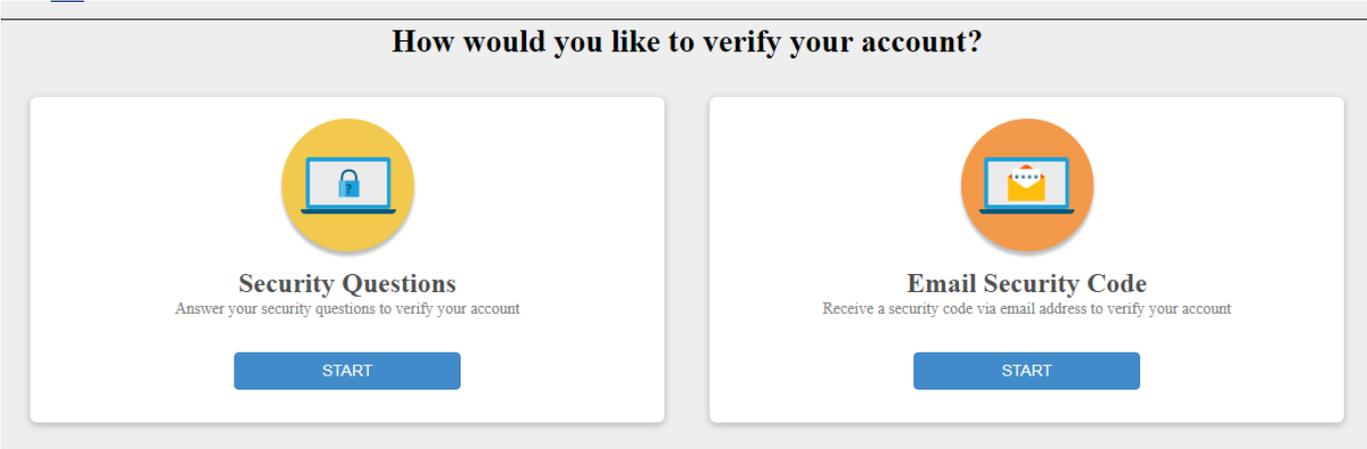
Social Security Number Disclosure

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

8. Log in to the Keystone ID Portal



9. It will prompt you to Verify your account



10. Answer Device question

What type of device are you using?



Private Device
(Authorize Device)

By selecting this option, you are allowing this website to recognize this device for future logins

[SELECT](#)



Public or Shared Device
(Do NOT Authorize Device)

By selecting this option, this website will NOT recognize this device for future logins

[SELECT](#)

11. Click on Create Clearance Application



pennsylvania
CHILD WELFARE INFORMATION SOLUTION

JGARD1 | Alerts 0 | Account Profile | FAQ | Contact Us | LOG OUT

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

Getting Started

What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided a code by the organization that is asking you to apply for a clearance, you will have a chance to enter the code on the payment page. Otherwise, you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by [clicking here](#) 

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address.

Information You Will Need

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Credit/Debit Card information for a \$10 application fee (or a payment code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Clearance)

12. Click on Begin

13. VERY IMPORTANT!! Choose **School Employee NOT governed by School Code** for your reason.

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purposes of child-care services in the following (but not limited to): Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or programs that are offered by a school.
- School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the provisions of the act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in a family child-care home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.
- Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children.
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.

CHOOSE SCHOOL EMPLOYEE NOT GOVERNED BY PUBLIC SCHOOL CODE AS YOUR REASON

[Back To My Account](#)

e-Clearance ID: **00000008345**

[DELETE APPLICATION](#)

[SAVE APPLICATION](#)

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

| First Name <small>(required)</small> | Middle Name | Last Name <small>(required)</small> | Suffix |
|--------------------------------------|---|---------------------------------------|--|
| <input type="text" value="Johanna"/> | <input type="text" value="Eg., Scott"/> | <input type="text" value="Gardiner"/> | <input type="text" value="--Select--"/> <input type="button" value="v"/> |

| | |
|---|--|
| Date of Birth <small>(required)</small> | Gender <small>(required)</small> |
| <input type="text" value="09/10/1971"/> | <input type="text" value="Female"/> <input type="button" value="v"/> |

Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Yes No

14. Email address- this will be the email address you used when you created your account

SSN

The email address below will be used for all emails regarding the submission and status of your application. If you would like to use a different email address, return to your PA Child Abuse History Clearance Account and click the Account Profile link provided at the top of the screen. This application will be available for you to continue from your account after your email has been updated. [Click here to return to your PA Child Abuse History Clearance Account to update your email address.](#)

Email Address

gardinerj@etown.edu

Do you have any previous names or nicknames that you have used in the past or that you may be known by? (required)



Yes No

15.

Contact Information



ADD CONTACT NUMBER

| | Phone Type | Phone Number | Extension |
|--|------------|--------------|-----------|
|--|------------|--------------|-----------|

EDIT

DELETE

◀ PREVIOUS

NEXT ▶

16. Enter your home address here.

Current Address

Please enter your home and mailing address information on this page, and indicate your preferred certificate delivery method below.

Please keep a copy of this e-Clearance ID for future reference.

Home Address

Country (required)

Address Line 1 (required)

Address Line 2

City (required)

State (required)

Zip Code (required)

County

17. Mailing Address: We recommend using your **Etown college Mailing address here**, but it is not required.

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

Attention

We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.

Is your mailing address the same as your home address? (required) 

Yes No

| | | | |
|---|--|---|---------------------------------|
| Country <small>(required)</small> | | | |
| United States <input type="text"/> | | | |
| Address Line 1 <small>(required)</small> | | Address Line 2 | |
| <input type="text"/> | | <input type="text"/> | |
| City <small>(required)</small> | State <small>(required)</small> | Zip Code <small>(required)</small> | County |
| <input type="text"/> | Pennsylvania <input type="text"/> | <input type="text"/> | --Select-- <input type="text"/> |

18. Your clearance will be made available via your **Clearance Account**. (the account you set up to submit this clearance). You will be able to save and print your clearance from your account. You may choose to have it mailed to your home/ mailing address too if you'd like.

Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

Note

The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? (required)

Yes No

Important

You will continue to receive application updates and your certificate online, regardless of your answer.

[←PREVIOUS](#)

[NEXT▶](#)

Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

[+](#) ADD PREVIOUS ADDRESS

| | Country | Street Address | City | State | Zip Code | County |
|--|---------|----------------|------|-------|----------|--------|
|--|---------|----------------|------|-------|----------|--------|

EDIT

DELETE

[◀ PREVIOUS](#)

[NEXT ▶](#)

Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

[+](#) ADD HOUSEHOLD MEMBER

| | Full Name | Relationship To Applicant | Current Age | Gender |
|--|-----------|---------------------------|-------------|--------|
|--|-----------|---------------------------|-------------|--------|

EDIT

DELETE

[◀ PREVIOUS](#)

[NEXT ▶](#)

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

19. Review all information to ensure that it is correct.

Application Purpose

[EDIT](#)

Application Purpose

School Employee Not Governed by Public School Code

Applicant Information

[EDIT](#)

Current Address

[EDIT](#)

Previous Address

[EDIT](#)

Household Members

[EDIT](#)[←PREVIOUS](#)[NEXT➔](#)

eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

- I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). (required)

Signature (required)

[←PREVIOUS](#)[NEXT➔](#)

20. For payment code, Choose NO.

21. The cost of the Child Abuse Clearance is \$8.00. (On July 1, 2018 the cost will go up to \$13.00)

Application Payment

Did an organization provide a payment code for your application? (required) 

Yes No

To submit a payment for your application, please click the "Make A Payment" button at the bottom of this page.

You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page.

If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it.

[◀ PREVIOUS](#)

[MAKE A PAYMENT ▶](#)

You are allowed two attempts to make an electronic payment. After two failed electronic payment attempts, you will be required to submit a paper application.

Name on Credit/Debit Card

Credit/Debit Card Number



Credit/Debit Card Expiration Month

Credit/Debit Card Expiration Year

Credit/Debit Card Verification Code



Credit/Debit Card Billing Street Address

Credit/Debit Card Billing Zip Code

< PREVIOUS

PAY NOW >

22. Choose "Go to PA Child Abuse History Clearance Account"

Submission Confirmation

Success.

Your application (e-Clearance ID: 000000008345) has been successfully submitted!

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own record. For more information or confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once you log in to your account, you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

LOG OUT

GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT

SUBMIT ANOTHER CLEARANCE APPLICATION

 **Status of Submitted Applications**

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

[e-Clearance ID: 000000008345](#) 

Purpose School Employment

Created On 01/09/2015

Updated On 01/09/2015

RESUBMIT

Your application has been processed. [To view the result, click here.](#)

23. Click on the link “To view the result, click here. “

Your application has been processed. [To view the result, click here.](#)

Once you click on the link, you will be able to print your clearance. **Please print 2 copies. One for yourself to use as your original and one to turn in to the Education Department office.**