

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Effective December 31, 2014, the Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: You will need an email address to create an account. The cost is \$8.00 for employees; there is no cost to volunteers.

ELECTRONIC SUBMISSION

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you quick access to your results or the status of your results if your results cannot be processed promptly.

PAPER SUBMISSION

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. The form may be accessed by clicking on one of the links below. Paper copies are available at the District Administration Office.

[CY113 form – English Child Abuse Clearance](#)

[CY113 form - Spanish Child Abuse Clearance](#)

1. The instructions for how to complete the Pennsylvania Child Abuse History Clearance application are included with the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the application or the information can be hand written onto the application.
3. If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. If you have trouble accessing the application you may need to download the latest version of Adobe Reader, which is available free on the internet.

(On page 1 of the form, under the "Purpose of Certification" section, for UCASD employment, please check box four on the left "School employee governed by the Public School Code." For UCASD volunteers, please check the "volunteer having contact with children" box on the right as well as the "Other" box and type/write "Union City Area School District" on the line provided.) Leave the "Agency/Organization Name," and "Payment Authorization Code, if Applicable" blank.

NOTE: ALL information that has been entered directly onto the application will be lost if you close the application prior to printing it (if your computer does not have a licensed version of the Acrobat Adobe software).

Submit paper applications to:

**ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170**

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

Applicants must enclose an \$8.00 money order made payable to the "Department of Public Welfare" when mailing the application. No other form of payment will be accepted.

Please keep a copy of the form and a copy of the money order or the money order stub until you receive the actual approved clearance in the mail.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 1-877-343-0494 for on-line submissions or 1-877-371-5422 for paper submissions.