

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

There is no cost for this clearance for volunteers. The cost for the employment clearance is listed on the form.

ELECTRONIC SUBMISSION

The PA Child Abuse History Clearance online link is <https://www.compass.state.pa.us/CWIS>

The Pennsylvania Child Abuse History Clearance application should be submitted online for the quickest results. Once you enter the link above, you will be directed to the Child Welfare Portal where you must create an account. You will need a working email address. You will be asked to create a Keystone ID which becomes your username. You must also create a password. **IMPORTANT: Be sure to write down your username, password, and the questions/answers you choose so you can access the site later to retrieve your approved clearance.** The site will provide further instructions. Please note that after you create an account you will be prompted to login with a temporary password where you will need to change it to the password of your choice. You will then be prompted to login again where you can then submit your application for the clearance.

If you already have an account, you can log in by entering your username and password. In order to request the "Forgot Password" option, you have to know your username. If you cannot remember your username, you will need to create a new account. (Proceed as above to create a new account.)

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 the link below. Paper copies are available at the District Administration Office.

[CY113 form – Pennsylvania Child Abuse History Certification](#)

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.

1. Applicants can type their information directly onto the online application.
2. 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.
3. 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.

NOTE: ALL information that has been entered directly onto the application will be lost if you close the application prior to printing it. 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 a check or money order made payable to the "Department of Public Welfare" when mailing the application for the amount listed on the form. 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 (if used) 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.