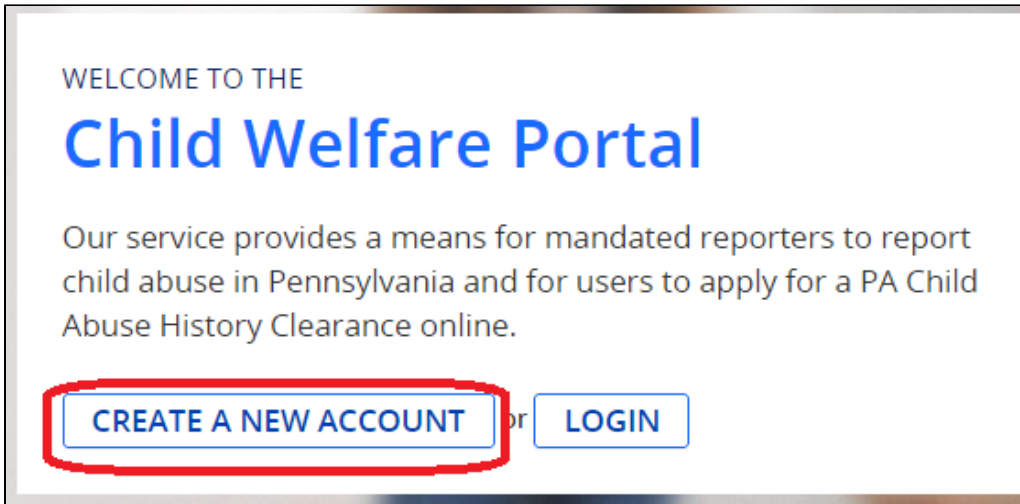


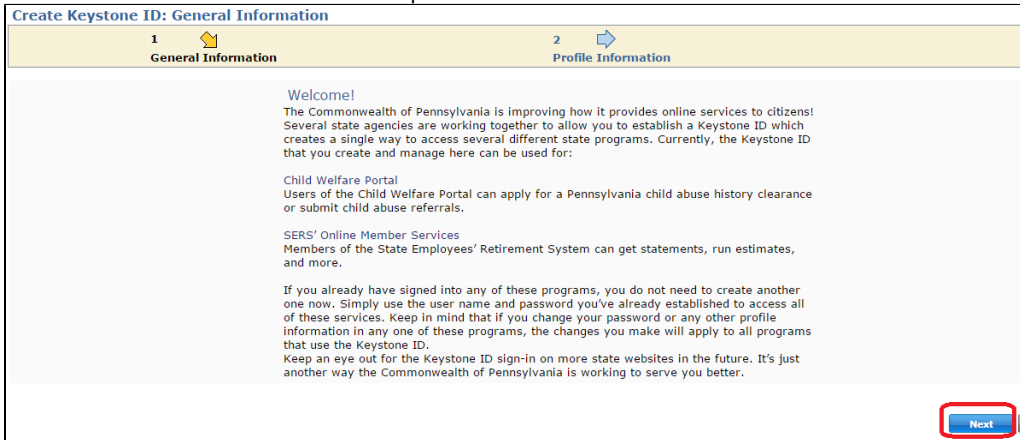
# Pennsylvania Child Abuse History Clearance Instructions

The background check also includes a Pennsylvania Child Abuse History Clearance. This can be processed online electronically through the state. The following are step by step instructions for processing your clearance.

1. Please visit the website <https://www.compass.state.pa.us/cwis/public/home>, if you have an account you can login otherwise click "Create a New Account".



2. You will need to create a "Keystone ID" (user ID) which will be used to access your account to obtain copies of the child abuse clearance and other services. Review the instructions provided and click next.



3. Enter your preferred Keystone ID, enter all of the fields with red asterisks and click "finish".

**\* = Required**

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

Keystone ID  (must be 6 to 10 characters)

\*First Name

\*Last Name

\*Date Of Birth  (MM/DD/YYYY)

\*E-mail

\*Confirm E-mail

**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 Please select a security question

\*Answer

\*Security Question 2 Please select a security question

\*Answer

\*Security Question 3 Please select a security question

\*Answer

**For security reasons, please answer the following question.**

Question Which of these is a typical computer accessory: giraffe, tire, mouse, hammer?

\*Answer

Back Finish

4. A temporary password will be emailed to you, please check your email.

**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. Follow the instructions included with the email and copy the temporary password.

This e-mail is sent from an unmonitored account. Do not reply. If you have questions about your Keystone ID, please use the links provided below to find help desk information for the program you're interacting with.



Thank you for creating a Keystone ID with the Commonwealth of Pennsylvania. Your temporary password is:

**Tb82N\$m7@\$**

Please note that the password provided is system generated and can be easily mis-typed. We suggest copying the password from the e-mail and pasting it into the password field. To do this:

- Highlight the password, right click and choose **Copy**.
- Click in the Password field, right click and choose **Paste**.

**Note:** If you choose to copy and paste your password, be careful that you **do not** copy an **extra space before or after the word**. If you copy and paste an extra space into the password field, the system registers it as another character rendering the password incorrect.

You can 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.

6. Go back to the Child Welfare Portal <https://www.compass.state.pa.us/cwis/public/home> and click "Login".

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

7. Click "Access My Clearances" to continue.

# What Would You Like To Do Today?

Please select which account you would like to access.

**ACCESS MY CLEARANCES**    ACCESS MY REFERRALS

8. Carefully review the disclaimer and warning information and click "Continue".

verified or used for checking your child abuse history, we will still process your request without your Social Security number.

**WARNING**  
You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

**Note**  
If your web browser prompts you to accept a security certificate, you must accept it to proceed.

**WARNING!**  
*US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM.*  
Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

**CONTINUE**

9. Enter your keystone key (Username), temporary password and then click "Login".

## Keystone Key

Username

Password

**LOGIN**

**Self-service for Citizens**

- Forgot Password
- Edit Profile

**Self-service for Commonwealth Employees**

- Change CWOPA Password or Hint Questions

10. You will be prompted to change your password to something else and follow the requirements and then click "Submit".

• Password

• Confirm Password

To ensure online security, the Commonwealth of Pennsylvania requires passwords that :

- are at least eight characters long.
- contain at least one number.
- contain at least one upper case letter.
- contain at least one lower case letter.
- contain at least one special character, such as @&\*%\$^.
- do not include any of your user name, your first name, or your last name.

11. You will receive confirmation that your password has been changed, you will need to login to the application again with your new password.

**Congratulations!**

You have successfully set a personal password for your Keystone ID!

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

12. After logging in again you need to accept the terms and conditions and click "Next".

I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions

I do not accept the My Child Welfare account Terms and Conditions

13. Review the additional information and warnings and click "Continue".

## WARNING

You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

US Government System and Department OF Public Welfare System. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

## Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

[CONTINUE >](#)

14. Click "Create Clearance Application".

My PA

[CREATE CLEARANCE APPLICATION](#)

[ADD APPLICATION TO ACCOUNT](#)


15. Read the instructions and pay particular attention to the "Information You Will Need" and click "Begin".

## 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)

## Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the [Commonwealth of Pennsylvania's Privacy Policy](#)  Additionally more information is provided in the [Rights and Responsibilities](#).

If you have any questions about your application, please refer to the [Frequently Asked Questions](#) page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

[◀PREVIOUS](#)

[BEGIN ▶](#)

16. Select "Volunteer" for your purpose, for the category select other, enter your school name for the agency name and click "Next" to continue.

**\* Volunteer:** You are a current or prospective volunteer at a place where you may come into contact with children (Example: Big Brothers Big Sisters, Domestic Violence Shelter, Rape Crisis Center, etc.).

Volunteer Category (required)  Agency Name (required)

- Adoption: You are a prospective adoptive parent.
- Foster Care: You are a current or prospective foster parent or you are requesting recertification.
- Regular Contact with Child: You are currently employed or seeking employment in an occupation with a significant likelihood of regular contact with children in the form of care, guidance, supervision or training.
- School Employment: You are a current school employee or prospective school employee (e.g., teacher, janitor, contractor within a school).
- Child Care Service Employee: You are a current employee or prospective employee in one of the following:
  - Child day care center, group and/or family day care home, boarding home for children, juvenile detention center or program for delinquent/dependent children
  - Mental health, mental retardation, early intervention and drug/alcohol services for children
  - Any other child care services which are provided by or subject to approval, licensure, registration or certification by the Department of Public Welfare or a county social services agency
- DPW Employment & Training Program Participant: You are participating in an employment and/or training program through a County Assistance Office or the Department of Public Welfare's Office of Income Maintenance (OIM).

**NEXT** ➔

17. Enter all of the required and optional information about yourself and click "Next" to continue.

## 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.

<b>First Name</b> <small>(required)</small>	Middle Name	<b>Last Name</b> <small>(required)</small>	Suffix
<input type="text" value="Eg., John"/>	<input type="text" value="Eg., Scott"/>	<input type="text" value="Eg., Smith"/>	--Select-- <input type="button" value="v"/>
<b>Date of Birth</b> <small>(required)</small>	<b>Gender</b> <small>(required)</small>		
<input type="text" value="07/20/1971"/>	--Select-- <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

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.](#)

18. Enter your current address, you can also select to have a copy of the certificate mailed to your address, however an electronic copy is available through your account.



## 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)

United States

Address Line 1 (required)

Eg., 123 Main St

Address Line 2

Eg., Apartment 101

City (required)

State (required)

Pennsylvania

Zip Code (required)

County

--Select--

### 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.

19. Add any previous addresses where you have lived since 1975 and click "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 →

20. Add everyone with whom you have lived with since 1975 and click "Next" to continue.

## 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 ▶](#)

21. All of your information is summarized, review all of the information and click "Next" to continue.

## 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.

[EXPAND ALL](#)

**Application Purpose** [EDIT](#) [+](#)

**Applicant Information** [EDIT](#) [+](#)

**Current Address** [EDIT](#) [+](#)

**Previous Address** [EDIT](#) [-](#)

**Household Members** [EDIT](#) [+](#)

[◀ PREVIOUS](#) [NEXT ▶](#)

22. Certify your information is correct, enter your signature and click "Next" to continue.

### 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 >](#)

23. Select "No" to the payment code and click "Make A Payment" to continue.

### 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 >](#)

24. The fee for the child abuse clearance is \$13.00 which can be paid by credit card. If you do not have a credit card you can purchase a gift card for use. Enter all of the information and click "Pay Now" at the bottom of the screen.

## Make a Payment

Please provide the information below to complete your payment of **13.00** for e-Clearance ID: 75559.

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