

PA CHILD ABUSE HISTORY CLEARANCE: NO FEE

1. Go to <https://www.compass.state.pa.us/CWIS>

2. Click **create a new account**

3. Scroll down, click next

4. Create a personal Keystone ID

***Write this down for your records**

5. Enter personal information

6. Choose personal security questions

7. Answer security question at bottom (system generated question)

8. Click finish then click close window

9. **Log in to your personal email to your retrieve temporary password**

10. Once you retrieved your temporary password go to <https://www.compass.state.pa.us/CWIS>

11. Click login

12. Click access my clearances

13. Scroll to bottom, click continue

14. Enter your Keystone ID and temporary password

15. Click login

16. Create a new password

17. Click submit then click close window

18. Enter Keystone ID and updated password

19. Click login

20. Scroll to bottom of page, choose **"I have read, fully understand, and agree to the My Child Welfare Account Terms and Conditions"**, click next

21. Scroll to bottom of page, click continue

22. Click **"Create Clearance Application"**

23. Scroll to bottom, click begin

24. Enter requested information

Application Purpose

Volunteer Having Contact with Children

Volunteer Category

Other

Agency Name

Living Word Community Church

25. Scroll to bottom, click next

26. Verify and complete your personal information

27. Choose Yes to provide SSN, enter SSN

WELCOME TO THE

Child Welfare Portal

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

INDIVIDUAL LOGIN

CREATE INDIVIDUAL ACCOUNT

What Would You Like To Do Today?

Please select which account you would like to access.

ACCESS MY CLEARANCES

ACCESS MY REFERRALS

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.



pennsylvania
CHILD WELFARE INFORMATION SOLUTION

AKM1976

Alerts 0

Account Profile

FAQ

Contact Us

LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

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.

Instructions continue on back...

PA CHILD ABUSE HISTORY CLEARANCE CONTINUED

- 28. Enter the requested information
- 29. Only 1 contact number is needed
- 30. Click next
- 31. Enter the requested information
- 32. Please choose Yes to have a copy mailed to you

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

33. Click next

34. Enter previous addresses **Previous Addresses**

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

35. Click next

[+ ADD PREVIOUS ADDRESS](#)

36. Enter previous household members **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.

37. Click next

[+ ADD HOUSEHOLD MEMBER](#)

38. Verify information, click next

39. eSignature: Click box to verify that information is accurate and complete

Type your **FIRST and LAST** name as entered on your application for your eSignature

40. Click next

41. Choose no when asked if you have a payment code.

42. Click Submit Application

43. Click **GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT**

44. In green box click "To view result, click here"

Your application has been processed. To view the result, click here.

45. Results will download to your computer OR open as a PDF

46. Print results

Submission Confirmation

Success.

Your application (e-Clearance ID: 000000170870) 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 records. If you do not receive an email 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 your application has been processed, 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](#)

See next page for sample report



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

CHILDABUSEHIST100

[REDACTED]

CERTIFICATE ID: [REDACTED]

VERIFICATION DATE: 07/20/15

[REDACTED]

SOCIAL SECURITY #: XXX-XX-XXXX

DATE OF BIRTH: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Child Abuse Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



ISSUED BY Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 5170
Harrisburg, PA 17105-8170
1-877-377-5422

NO ALTERATION OR ERASURE WORDS THIS DOCUMENT

