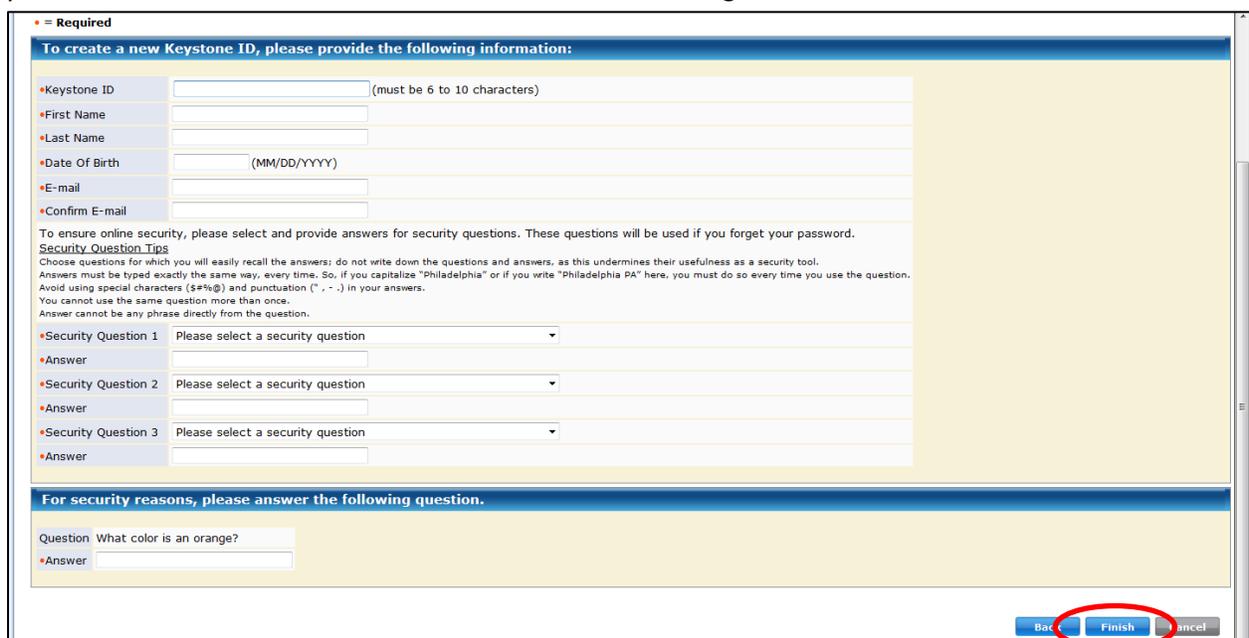# Child Abuse Clearance Instructions

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

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 (parents, guardians, siblings, spouses, children, etc.)
- Any previous names you have used or have been known by (maiden name, nicknames, etc.)
- Credit/Debit Card information to pay the $10 application fee

https://www.compass.state.pa.us/CWIS
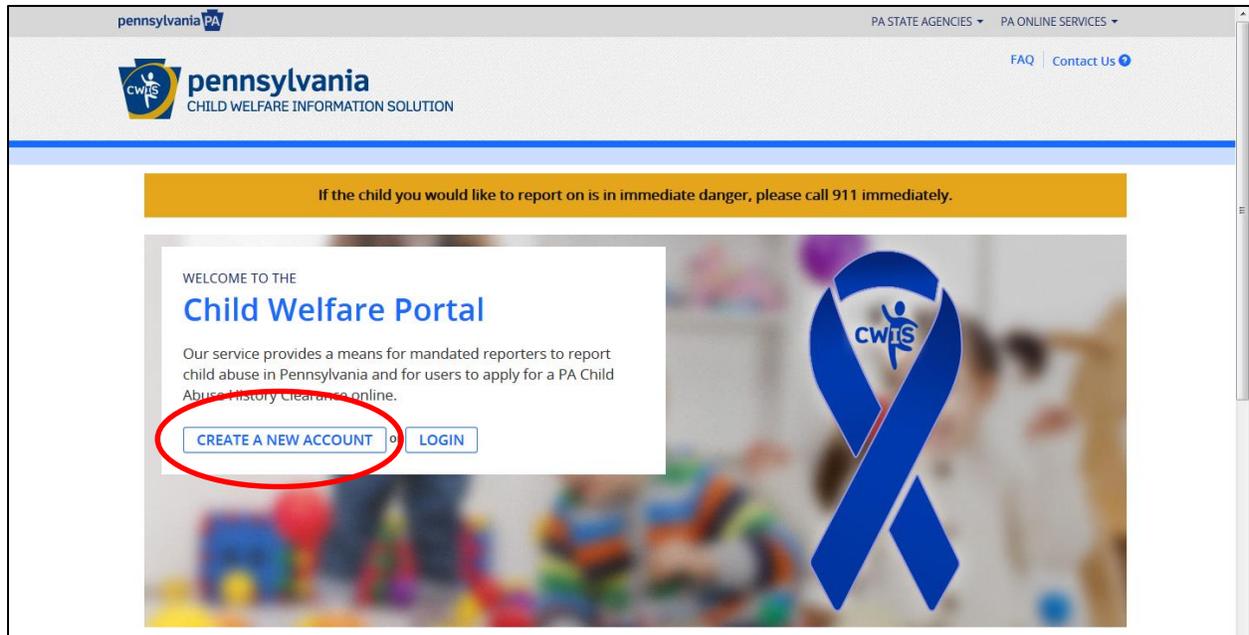
Create your own unique ID and answer required fields. When you click on "Finish", it will inform you if your ID is taken. If taken, create a new ID and click "Finish" again.

When you have successfully completed creating an ID, you will get this screen.

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

Once you have received your temporary password, login.

FAQ | Contact Us

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

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

FAQ | Contact Us

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

What Would You Like To Do Today?

Please select which account you would like to access.

ACCESS MY CLEARANCES   ACCESS MY REFERRALS

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.

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 ➤

Enter your ID and temporary password.

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Citizens

🔒 **Forgot Password**

👤 **Edit Profile**

Self-service for Commonwealth Employees

❓ **Change CWOPA Password or Hint Questions**

You will be required to change your password. It will log you out. You will have to login with your new password.

My Child Welfare Account Terms and Conditions

Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Public Welfare.

Terms and Conditions

This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics:

- Information we Collect
- Access and Disclosure
- Security
- Information disclaimer
- Penalty for Misuse

Information Collected:

We collect the following information:
- Demographic, financial and medical information;
- The name of domain; for example, "xcompany.com" if you use a private internet access account, or "yourschool.edu", if you are connecting from a university domain;
- An IP address, a number automatically assigned to your computer when you are using the internet;
- The type of browser and operating system used to access our site;
- The Internet address of the website from which you linked directly to our site;

⦿ I have read, fully understand and agree to the My Child Welfare Account Terms and Condtions
◯ I do not accept the My Child Welfare account Terms and Conditions

RETURN TO CHILD WELFARE PORTAL HOME PAGE   NEXT

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.

> **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 Goverment 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 ❯

My PA Child Abuse History Clearances   CREATE CLEARANCE APPLICATION | ADD APPLICATION TO ACCOUNT

Application Purpose – select School Employment

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.

○ **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.).

○ **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 ▶

Part 1
- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2
- eSignature
- Application Payment

Application Information – fill in all required fields.

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 (required)	Middle Name	Last Name (required)	Suffix
Eg., John	Eg., Scott	Eg., Smith	--Select--

Date of Birth (required)	Gender (required)
	--Select--

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..

Email Address

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

Previous Names/Nicknames

Please enter any nicknames or previous names that you have used or may have been known by.

➕ ADD PREVIOUS NAMES/NICKNAMES

First Name	Middle Name	Last Name	Suffix

EDIT DELETE

Contact Information

➕ ADD CONTACT NUMBER

Phone Type	Phone Number	Extension

EDIT DELETE

❮ PREVIOUS   NEXT ❯

Current Address – fill in all required fields.

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)   **Address Line 2**

Eg., 123 Main St   Eg., Apartment 101

City (required)   **State** (required)   **Zip Code** (required)   **County**

Pennsylvania   --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.

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

⦿ Yes ◯ No

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 ▶

Part 1
- Application Purpose
- Applicant Information
- **Current Address**
- Previous Address
- Household Members
- Application Summary

Part 2
- eSignature
- Application Payment

Previous Address – enter everywhere you have lived since 1975.

Household Members – enter everyone with whom you have ever lived since 1975.

Application Summary – review information entered. Make any edits as necessary.

eSignature

Application Payment – Answer NO for question.

Enter credit card information. You will get the following screen when you are complete.

You will receive an email with the results. Provide the results to Jamie Mowrey.