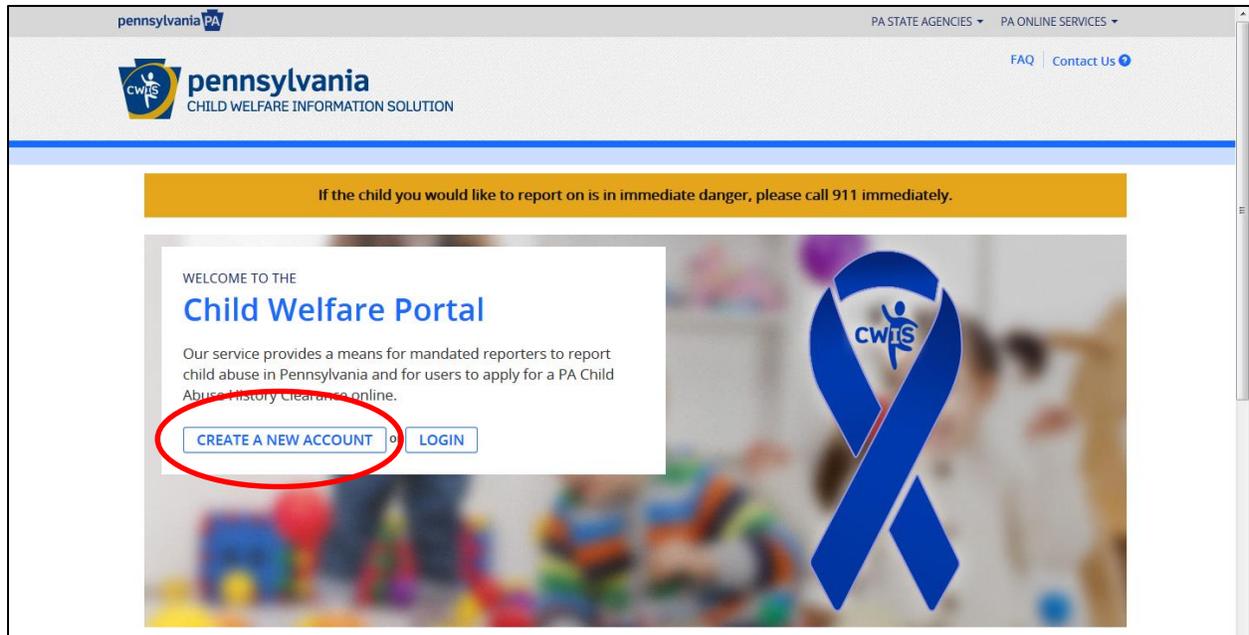


## Child Abuse Clearance Instructions

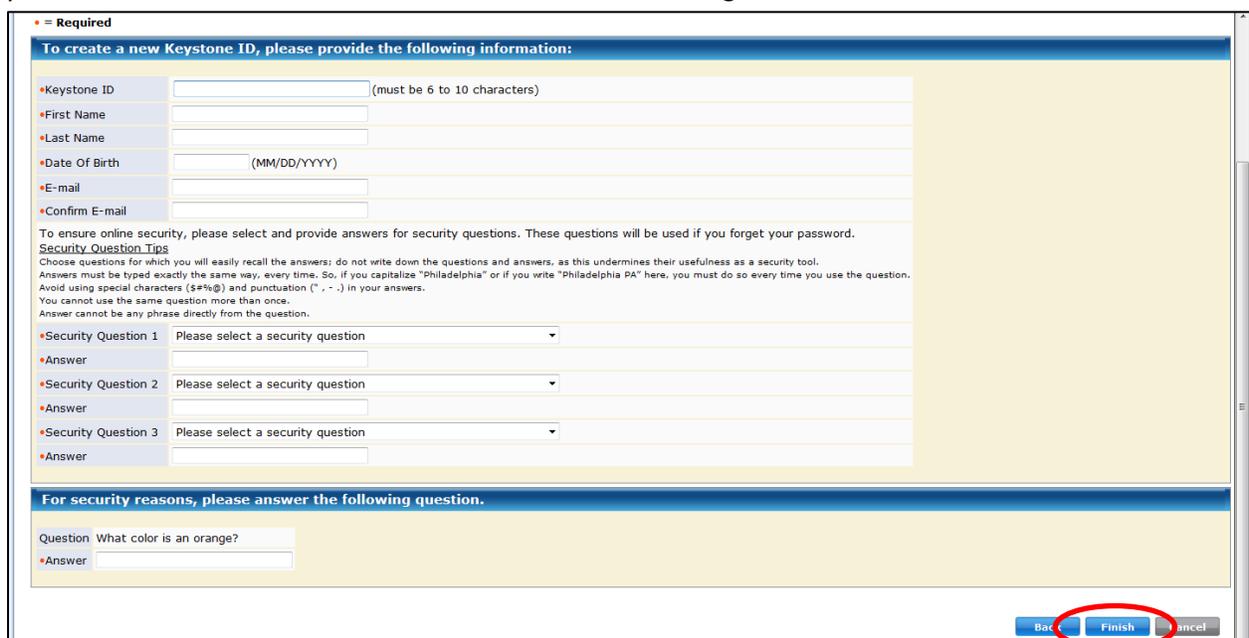
Before you start, you should have the following information readily available to help you complete your application:

- 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.



• = Required

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

• Keystone ID	<input type="text"/>	(must be 6 to 10 characters)
• First Name	<input type="text"/>	
• Last Name	<input type="text"/>	
• Date Of Birth	<input type="text"/>	(MM/DD/YYYY)
• E-mail	<input type="text"/>	
• Confirm E-mail	<input type="text"/>	

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	<input type="text"/>
• Answer		<input type="text"/>
• Security Question 2	Please select a security question	<input type="text"/>
• Answer		<input type="text"/>
• Security Question 3	Please select a security question	<input type="text"/>
• Answer		<input type="text"/>

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

Question	What color is an orange?
• Answer	<input type="text"/>

Back Finish Cancel

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.

 **pennsylvania**  
CHILD WELFARE INFORMATION SOLUTION [FAQ](#) | [Contact Us](#)

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](#)



 **pennsylvania**  
CHILD WELFARE INFORMATION SOLUTION [FAQ](#) | [Contact Us](#)

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**

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM. Unauthorized access is 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. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit.

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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 Conditions

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 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](#)

[My PA Child Abuse History Clearances](#)

[CREATE CLEARANCE APPLICATION](#)

[ADD APPLICATION TO ACCOUNT](#)

## Application Purpose – select School Employment

Part 1

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

Part 2

- eSignature
- Application Payment

### 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 >](#)

# 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.

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

**Part 1**

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

**Part 2**

- eSignature
- Application Payment

### 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 ▶

Previous Address – enter everywhere you have lived since 1975.

**Part 1**

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

**Part 2**

- eSignature
- Application Payment

### 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**

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

**Part 1**

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

**Part 2**

- eSignature

### 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**

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

**Part 1**

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

**Part 2**

- eSignature
- Application Payment

### 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**

## eSignature

The screenshot shows a sidebar on the left with a progress indicator. Part 1 includes: Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, and Application Summary. Part 2 includes: eSignature (highlighted in blue) and Application Payment. The main content area is titled "eSignature" and contains the text: "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." Below this is a checkbox with the text: "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)". The checkbox is circled in red. Below the checkbox is a "Signature" label and a text input field, also circled in red. At the bottom, there are "PREVIOUS" and "NEXT" navigation buttons, with "NEXT" circled in red.

## Application Payment – Answer NO for question.

The screenshot shows a sidebar on the left with a progress indicator. Part 1 includes: Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, and Application Summary. Part 2 includes: eSignature and Application Payment (highlighted in blue). The main content area is titled "Application Payment" and contains the text: "Did an organization provide a payment code for your application? (required)". Below this are two radio buttons: "Yes" and "No". The "No" radio button is circled in red. Below the radio buttons is a grey box with the text: "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." At the bottom, there are "PREVIOUS" and "MAKE A PAYMENT" navigation buttons, with "MAKE A PAYMENT" circled in red.

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

The screenshot shows a "Submission Confirmation" screen. At the top, there is a green box with the text: "Success. Your application (e-Clearance ID: [redacted]) has been successfully submitted!". Below this is a "Next Steps" section with the text: "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." At the bottom, there is a question: "Now that you have submitted your application, what would you like to do?" and three buttons: "LOG OUT", "GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT", and "SUBMIT ANOTHER CLEARANCE APPLICATION".

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