

# Screen 1 - Select "Request Clearance"

The screenshot shows the official website of the Commonwealth of Pennsylvania. At the top, there is a navigation bar with the state logo and the text 'Official Website of the Commonwealth of Pennsylvania'. Below this, there are links for 'Services', 'Agency Directory', 'Your Government', 'Visit PA', and 'News'. A search bar and a 'Translate' button are also present.

The main content area is titled 'Request a Child Abuse Clearance'. Below the title, there is a brief explanation: 'Pennsylvania's Child Protective Services Law (CPSL) requires certain individuals to obtain child abuse clearances to work or volunteer with children and to adopt or foster a child.' Two buttons are provided: 'Request clearance' and 'Download Application (PDF)'.

Below the main content, there is a section titled 'On this page' with a sidebar menu containing: 'Overview', 'Suspect Child Abuse? Report it.', 'How to Request', 'Frequently Asked Questions', and 'Contact DHS'. The 'Overview' section is highlighted and contains the text: 'Clearances provide employers and those selecting volunteers with information to use as a part of a larger decision-making process when determining whether to hire someone as an employee or select them as a volunteer.'

To the right of the 'Overview' section is a 'Resources' box. It contains two sub-sections: 'Clearances Resources' with links for 'Trainings', 'Media', and 'Family First In PA'; and 'Disclosure Statements' with links for 'Disclosure Statement for Volunteers' and 'Disclosure Statement for Employment'.

Screen 2 - Select "create individual account". If you already have a compass account in your name, you can select "individual login". If you are able to login proceed to step 5.

The screenshot shows the Pennsylvania Child Welfare Information Solution (CWIS) portal. At the top, there is a navigation bar with the Pennsylvania logo and the text "pennsylvania PA CHILD WELFARE INFORMATION SOLUTION". To the right, there are links for "PA STATE AGENCIES", "PA ONLINE SERVICES", "FAQ", and "Contact Us". Below the navigation bar, there is a blue banner with the text "Need Help? Contact the CWIS Support Center at 1-877-343-0494".

Below the banner, there is a yellow warning box with the text: "If the child you would like to report on is in immediate danger, please call 911 immediately."


Below the warning box, there is a red notice box with the text: "NOTICE: Due to a system issue, Child Abuse Clearance applications that are rejected may not be resubmitted through the Child Welfare Portal. To resubmit a rejected Child Abuse Clearance application please call the Clearance Verification Unit (717-783-6211) or toll free at (1-877-371-5422) to provide the necessary information or print and mail the corrected Child Abuse Application to Pennsylvania Department of Human Services, PO Box 8170, Harrisburg, PA 17105-8170."

Below the notice box, there is a white box with the text: "WELCOME TO THE Child Welfare Portal". Below this text, there is a paragraph: "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." Below this paragraph, there are two buttons: "INDIVIDUAL LOGIN" and "CREATE INDIVIDUAL ACCOUNT".



Below the buttons, there is a paragraph: "Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers". Below this paragraph, there are two buttons: "ORGANIZATION LOGIN" and "CREATE ORGANIZATION ACCOUNT".

To the right of the white box, there is a blue ribbon graphic with the CWIS logo inside it.

## Screen 3 - Click next



### Create Keystone ID: General Information

1  General Information 2  Profile Information

**Welcome!**

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

**Child Welfare Portal**  
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

**SERS Online Member Services**  
Members of the State Employees' Retirement System can get statements, run estimates, and more.

**Disaster Training Registration**  
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.

**COMPASS**  
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

**Child Support**  
Clients can apply for support services and view information about their support cases on the Child Support Website.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID. Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

**NEXT** **CANCEL**

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Screen 4 - Input information. You can use anything for your Keystone ID. Be sure to remember your Keystone ID and security questions. After creating your account, you will get an email with a temp password. You will need to use the temp password to login and then you will be prompted to create a more permanent password.

### Create Keystone ID: Profile Information

1 General Information2 Profile Information

• = Required

To create a new Keystone ID, please provide the following information:  
Note: Please ensure the information provided below is accurate. Once the Keystone ID is created, you will not be able to update the Keystone ID, First Name, Last Name or Date of Birth associated with this ID.

- Keystone ID  (must be 6 to 64 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.  
Avoid using special characters (3#%&) 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
- Answer
- Security Question 2
- Answer
- Security Question 3
- Answer

For security reasons, please answer the following question.

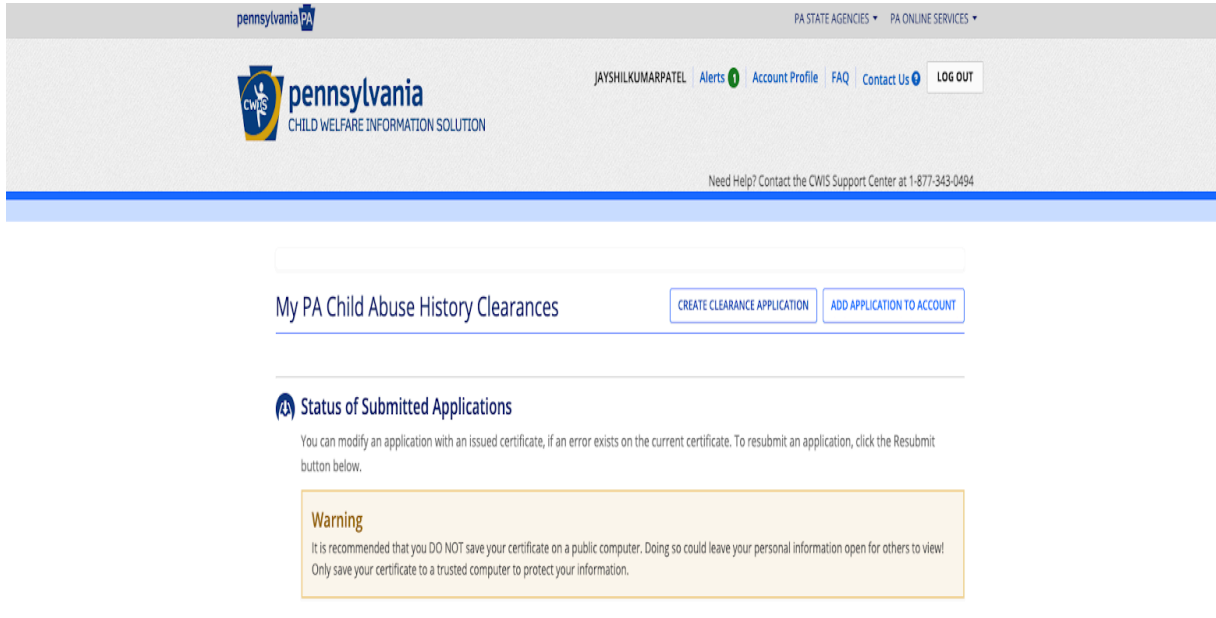
Question  Tuesday, leg or hair: the day of the week is?

- Answer


Please review the information provided and click Finish.

BACKFINISHCANCEL

Screen 5 - Once you are able to log in, the home page will look like the following image. Select create clearance application.



pennsylvania PA PA STATE AGENCIES PA ONLINE SERVICES

 **pennsylvania**  
CHILD WELFARE INFORMATION SOLUTION

JAYSHILKUMARPATEL Alerts Account Profile FAQ Contact Us LOG OUT


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

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My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION ADD APPLICATION TO ACCOUNT

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 **Status of Submitted Applications**

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

**Warning**

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

## Screen 6 - Select begin at the bottom

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### Getting Started

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#### What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by [clicking here](#) 

You will be able to save and print your application once you have completed the application online.

Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months.

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#### 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
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.


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#### Volunteer Applicants

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

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#### 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 ▶](#)

Screen 7 - Select the correct clearance to start. 2nd from the bottom, individuals 18 years or older, excluding individuals receiving services, who reside in one of the following homes for at least 30 days in a calendar year.

[Back To My Account](#)

e-Clearance ID: 000009515958

[DELETE APPLICATION](#) [SAVE APPLICATION](#)

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.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- 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.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.
- School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.
- Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
  - A youth camp or program;
  - A recreational camp or program;
  - A sports or athletic program;
  - A community or social outreach program;
  - An enrichment or educational program; and
  - A troop, club or similar organization
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.
- Individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year.
- Individual 18 years or older, excluding individuals receiving services, who resides in one of the following homes for at least 30 days in a calendar year:
  - Family living home
  - Community home for individuals with an intellectual disability
  - Host home for children
- PA Department of Human Services Employment and Training Program Participant: Applying for the purpose of participating in a PA Department of Human Service Employment and Training Program through a county assistance office (CAD) or the Office of Income Maintenance (DIM).

[NEXT >](#)

Screen 8 - Input the requested information, make sure to add SSN. Contact phone number is optional.

[Back To My Account](#)

e-Clearance ID: 000009515958 DELETE APPLICATION SAVE APPLICATION

### 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="Test"/>	<input type="text" value="Eg. Scott"/>	<input type="text" value="Test"/>	<input type="text" value="--Select--"/>

<b>Date of Birth</b> <small>(required)</small>	<b>Gender</b> <small>(required)</small>
<input type="text" value="03/16/1985"/>	<input type="text" value="Male"/>

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.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.

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

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### Contact Information

[+ ADD CONTACT NUMBER](#)

Phone Type	Phone Number	Extension

EDIT DELETE

[← PREVIOUS](#) [NEXT →](#)

## Screen 9 - Input address information

[Back To My Account](#)

e-Clearance ID: **000009515958** DELETE APPLICATION SAVE APPLICATION

**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.

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#### Home Address

Country (required)

United States

Address Line 1 (required) Address Line 2

1870 Foster Street  Eg., Apartment 101

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

Philadelphia  Pennsylvania  19116  Philadelphia

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#### 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

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#### 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 →](#)

Screen 10 - Enter previous address, Technically you need to enter all addresses from 1975 to present. If you have moved around a lot and cannot remember all addresses, list at least 2. If you have never moved you can leave this blank.

Back To My Account

Part 1

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

Part 2

- eSignature
- Application Payment

e-Clearance ID: 00009515958

DELETE APPLICATION SAVE APPLICATION

### 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
<input type="radio"/> United States	185 Byers Road	Miamisburg	Ohio	45342	

EDIT DELETE

PREVIOUS NEXT

https://www.compass.state.pa.us/CWISPublic/home

pennsylvania DEPARTMENT OF HUMAN SERVICES

Browser Compatibility  
ADA Compliance

Security Policy  
Privacy Policy

Screen 11 - Enter household members. Technically you will need to list all household members from 1975 to present. However if you add at least 1 parent and your current household members that will be ok. Select add, input persons name, relationship to you, and age, etc.

Back To My Account

Part 1

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

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000009609604

DELETE APPLICATION SAVE APPLICATION

### 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
<input type="radio"/>	Chandal Walter	Parent	64	Female

EDIT DELETE

PREVIOUS NEXT

Browser Compatibility  
ADA Compliancy

Security Policy  
Privacy Policy



Screen 13 - E-sign, you will check on the box next to “ I hereby certify that “ and then enter your first and last name on the signature line and then select next.

The screenshot shows the 'eSignature' step of an application process. At the top, there is a header with the Pennsylvania logo and 'CHILD WELFARE INFORMATION SOLUTION'. Navigation links include 'PA STATE AGENCIES', 'PA ONLINE SERVICES', 'DWALTER2390', 'Alerts', 'FAQ', 'Contact Us', and 'LOG OUT'. A 'Need Help? Contact the CWIS Support Center at 1-877-343-0494' link is also present. The main content area features a sidebar with a progress indicator for 'Part 1' (Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, Application Summary) and 'Part 2' (eSignature, Application Payment). The 'eSignature' step is currently active. The main content area displays the 'eSignature' title, a confirmation message, a checked checkbox for the certification statement, and a 'Signature' input field. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons. The footer contains the Pennsylvania Department of Human Services logo and links for 'Browser Compatibility', 'ADA Compliance', 'Security Policy', and 'Privacy Policy'.

Back To My Account

Part 1

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

Part 2

- eSignature**
- Application Payment

e-Clearance ID: 00009609604

DELETE APPLICATION SAVE APPLICATION

### 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

signature

PREVIOUS NEXT

DEPARTMENT OF HUMAN SERVICES

Browser Compatibility ADA Compliance Security Policy Privacy Policy

Screen 14 - There is no organization code, select no and then click on Make a payment.

The screenshot shows the 'Application Payment' screen in the Pennsylvania Child Welfare Information Solution. At the top, the header includes the Pennsylvania Department of Human Services logo and the text 'pennsylvania CHILD WELFARE INFORMATION SOLUTION'. On the right side of the header, there are links for 'DWALTER2390', 'Alerts', 'FAQ', 'Contact Us', and 'LOG OUT'. Below the header, a blue bar displays the 'e-Clearance ID: 00009609604' and buttons for 'DELETE APPLICATION' and 'SAVE APPLICATION'. A navigation sidebar on the left lists 'Part 1' (Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, Application Summary) and 'Part 2' (eSignature, Application Payment). The main content area is titled 'Application Payment' and contains a question: 'Did an organization provide a code for your application?' with radio buttons for 'Yes' and 'No' (selected). Below this, a grey box provides instructions: 'To submit a payment for your application, please click the "Make A Payment" button at the bottom of this 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. When you select the "Make a Payment" button, 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.' At the bottom of the main content area, there are buttons for '< PREVIOUS' and 'MAKE A PAYMENT >'. The footer contains the Pennsylvania Department of Human Services logo and links for 'Browser Compatibility', 'ADA Compliancy', 'Security Policy', and 'Privacy Policy'.

Screen 15 - To view results / check application. First you will go to the same link given, selected request clearance, and then select individual login. Once you log in you will see your application on the homepage, if there is a green label on the application similar to the photo, that means the results are back. You can click on the green label and download the results. If there are any issues or you want to follow up on your application, there is a customer service number on the home page.

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

### Status of Submitted Applications

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

#### Warning

It is recommended that you DO NOT save your certificate on a public computer. Doing so could leave your personal information open for others to view! Only save your certificate to a trusted computer to protect your information.

[e-Clearance ID: 000009557132](#) 

RESUBMIT

Purpose Individual 18 years or older who Resides in a Family/Community/Host home for at least 30 Days in a Calendar Year

Created On 09/20/2024

Updated On 09/27/2024

Your application has been processed. [To view the result, click here.](#)

Verified On 09/27/2024