

Act 151 PA Child Abuse Clearance

Learn more about submitting a Pennsylvania Child Abuse History Clearance application through the Child Welfare Portal: <https://www.compass.state.pa.us/cwis/public/home>

An individual can receive a Pennsylvania Child Abuse History Clearance one of three ways:

- Submitting an application online by first creating a Child Welfare Account and completing the information electronically through the Child Welfare Portal:
<https://www.compass.state.pa.us/cwis/public/home>
- In person by walking into the office that processes Child Abuse History Clearances located at the following address:
Child Abuse Registry
Department of Human Services
5 Magnolia Drive (Hillcrest Building #53)
Harrisburg, Pa 17110
- Mailing in paper application (the Pennsylvania Child Abuse History Clearance – also known as the CY113) to the ChildLine and Abuse Registry at the below address. A paper copy of the clearance application may be found here:
http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
ChildLine and Abuse Registry
Department of Human Services
P.O. Box 8170
Harrisburg, Pa 17105-8170

If you wish to submit a child abuse referral or apply for a PA Child Abuse History Clearance online you are required to first create a Child Welfare Account (CWA). Creation of an account allows you to access, view, and print previously saved or submitted referrals, clearance applications, and clearance outcomes including the clearance certificate.

Before you start completing your Pennsylvania Child Abuse History Clearance application you should have the following information:

- Addresses where you have previously lived since 1975; partial addresses are acceptable;
- Names of all individuals with whom you have lived since 1975, including parents, guardians, siblings, spouses and roommates;
- Any previous names that you have used or names that you have been known by; and
- Payment information (credit card information or payment code).

If you do not have all of the information required to complete a clearance application at this time, you may begin and then save your application to be completed at a later date. All saved applications will be available to you for six months following the date of creation.

Forgot your password?

If you forgot your password you will need to create a new one. To create a new password, first, click the "Forgot Password" link located on the Log In screen. Next, enter your First Name, Last Name, and your User ID. If your user information is found, you will then be prompted to answer two of your three security questions. If your answers are correct, you will be prompted to enter and confirm a new password. Upon

entering a valid password and clicking "Submit", you will receive a password change confirmation displayed on the screen. You may now log in using your new password on the Log In screen.

Forgot your User ID?

Citizen users may not re-set nor recover their User ID. If you forgot your User ID please refer to the email titled "Commonwealth of Pennsylvania – New Account Information" that was sent to you upon account creation. Your User ID is located here.

Please Note: If you no longer have this information you must create a new account. If a new account is required, citizen users may use the same email address registered with their previous account.

If you continue experiencing issues logging in to your account we are here to help. Please contact the CWIS Support Center at 1-877-343-0494.

By law, all child abuse history clearance applications must be processed no later than 14 days from the receipt of the application (CY 113 form).

Upon creating a Pennsylvania Child Abuse History Clearance and clicking "Submit" a submission confirmation will display on the screen indicating that your clearance application has been successfully submitted. You will also receive an email confirming successful transmission of your application to ChildLine. If you do not receive a confirmation email on the day that you submitted the clearance application, please contact the CWIS Support Center at 1-877-343-0494.

You may obtain a copy of your Pennsylvania Child Abuse History Clearance in two ways. First, when filling out your online application you can indicate that you would like to receive a paper copy of your application on the "Current Address" screen. Otherwise, to obtain a copy of your clearance certificate you may log in to your Child Welfare Account and go to the "PA Child Abuse History Clearance Account" screen. Here you may view submitted and / or processed applications. All processed applications are available to view and print five years or 60 months from the date of when the application was submitted to ChildLine.

Non-volunteer applicants will be charged a fee of \$8.00 for applying for a Pennsylvania Child Abuse History Clearance. Non-volunteer applicants submitting an application online must pay using either a credit/debit card or an authorization code. An authorization code is a code given to an employee of an organization who requires individuals to receive a PA Child Abuse History Clearance.