

# Pennsylvania Child Abuse History Clearance

1. The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Background Clearance online.
2. Before you start, you should have the following information readily available to help you complete your application:
  - a. Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
  - b. Names of all individuals with whom you have lived with to include parents, guardians, siblings, spouses, etc. 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.
  - c. Any previous names you have used or have been known by.
  - d. Credit/Debit Card information for a \$10 application fee.
3. Begin the online application process at the following secure website:  
<https://www.compass.state.pa.us/cwis/public/home>
4. Click "Create a New Account" to access the Child Welfare Portal.
5. Read the general information and click "Next" to create a Keystone ID.
6. Enter in requested information including email address and create security questions. Then click finish. NOTE: You will need to immediately access your email for temporary password.
7. You will receive this message on the screen: "You have successfully created a Keystone ID and a temporary password has been e-mailed to you...." You will receive two emails: the first contains your Keystone ID, the second your temporary password. Click "Close Window."
8. If you are not immediately taken to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "Login," then "Access My Clearances," scroll to the bottom of the page and click "Continue." On the Keystone Key login page, enter your username (Keystone ID) and temporary password you retrieved via email.
9. You will be taken to login screen to reset your password. Create a NEW password and click "Submit".
10. Click "Close Window". You will be taken back to login screen. Enter in your username and NEW password you just created.
11. Read "My Child Welfare Account Terms and Conditions". Then "Click" the statement acknowledging "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions". Then click "Next".
12. Scroll to bottom of page and click "Continue".
13. Then click "Create Clearance Application". Scroll to the bottom of the next page and click "Begin."
14. Under "Application Purpose" select "School Employment". Then click "Next".
15. Continue through the online application pages and provide the requested information.
16. Once you have completed the online application, review the "Application Summary". If your information is not correct or needs to be updated, please click the edit button in the heading of the section and modify it as necessary.
17. Click "Next" for your eSignature.
18. To complete your application please eSign by checking the acknowledgement and entering your first and last name as it appears on the "Application Information" screen.
19. Proceed to the "Application Payment" screen.
20. Select "No" to the question "Did an organization provide a payment code for your application?".
21. Click "Make a Payment" button at the bottom. 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 Payment Completed page. Click "Finalize and Submit Application."
22. Your clearance certificate may be available immediately. If not you MUST print the Submission Confirmation page as receipt to show you have requested a clearance.
23. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.