



**CENTER FOR CIVIC  
LEARNING & ACTION**

# PA State Child Abuse Clearance Instructions

**What you need:** To complete this clearance you will need standard contact information, your Social Security Number, current address, Dickinson's address, list of previous addresses since 1975, and list of people you have lived with since 1975.

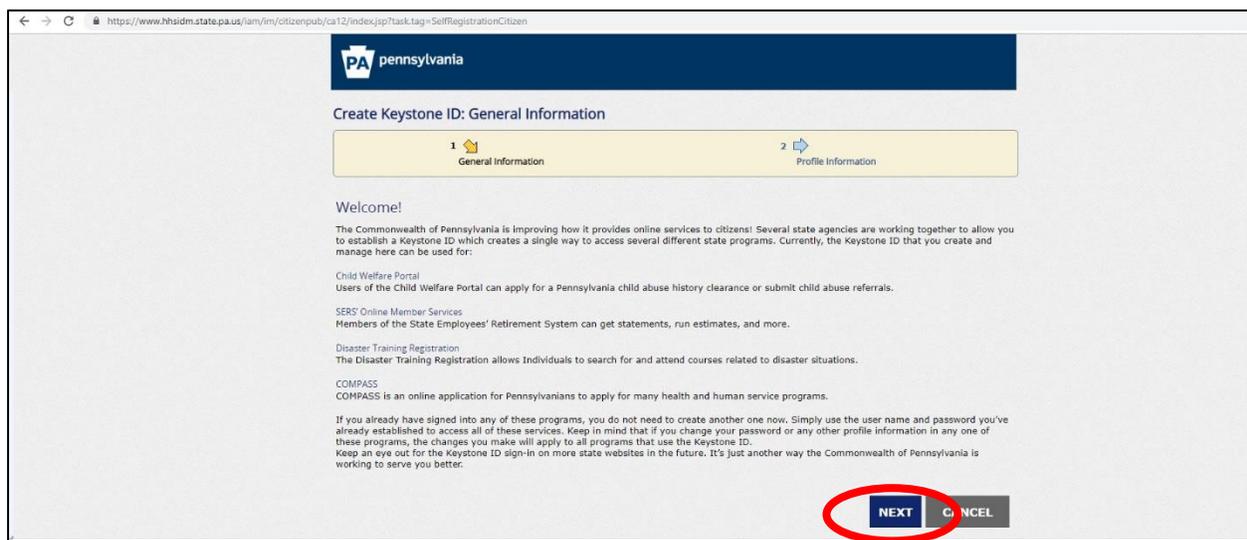
**Purpose of Clearance:** The PA Child Abuse Clearance certifies whether an applicant is a perpetrator of child abuse in PA.

## Instructions

1. Visit this website: <https://www.compass.state.pa.us/cwis/public/home>. Click on “Create Individual Account.”



2. The next screen will say “Create Keystone ID: General Information.” Click “Next” at the bottom.



3. Make a profile to create your Keystone ID.
  - a. Make note of your username (Keystone ID).
  - b. Use your Dickinson email when it asks for your email address.
  - c. When you are done, click “Finish” at the bottom.

**Required**

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

- 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 (asterisk) 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
- Answer
- Security Question 2: Please select a security question
- Answer
- Security Question 3: Please select a security question
- Answer

For security reasons, please answer the following question.

Question: Which of the following is NOT a letter of the alphabet: H d n 3 w M?

- Answer

**BACK FINISH CANCEL**

4. A screen will appear telling you to check your email for a temporary password.

← → <https://www.hhsidm.state.pa.us/iam/im/citizenpub/ca12/index.jsp?facesViewId=/app/page/profile/profile.jsp>

**PA** pennsylvania

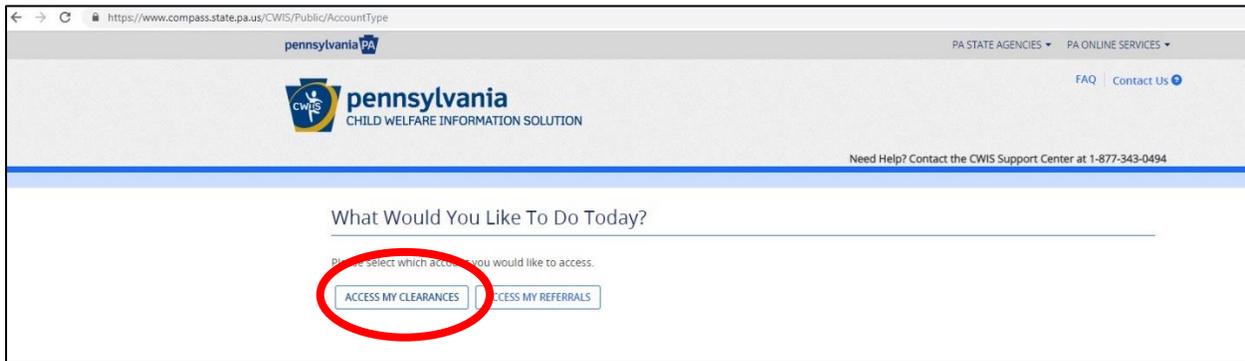
**Check your e-mail for your temporary password!**

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 close this browser window and login to your application.

5. Go to your email and receive the temporary password.
6. After receiving the temporary password, go back to the original website (<https://www.compass.state.pa.us/cwis/public/home>) and click “Individual Login.”

- a. Click “Access My Clearances” on the next window.



- b. Click “Continue” at the bottom of the “Learn More” page.
7. Navigate to “Keystone Key” and enter the username you created and the temporary password from your email.



- a. You will need to verify your account by answering the security questions you set up or with a code sent to your email.
- b. Select that you’re using a public/shared device.
- c. Reset your password and retain it for the later steps. Click the “Close Window” button to return to the Keystone Key login page.
8. Reenter your username and **new** password, and verify your account with the security questions or email code again. Select that you’re using a public/shared device again.

9. On the “My Child Welfare Account Terms and Conditions” page, check the box that you have read and understood the terms and click “Next” at the bottom.

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 Human Services.

**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;

I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions

RETURN TO CHILD WELFARE PORTAL HOME PAGE      NEXT

- a. Click “Continue” at the bottom of the “Learn More” page.
10. This will take you to your account. Click on “Create Clearance Application” next to “My PA Child Abuse History Clearances.”

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION      ADD APPLICATION TO ACCOUNT

- a. Review the section titled “Information You’ll Need,” and make sure you have everything. Then click “Begin” at the bottom.
- b. **\*\*YOU DO NOT NEED TO PAY FOR THIS CLEARANCE. THE FEE IS WAIVED FOR VOLUNTEERS.**

11. The first page you'll see is the "Application Purpose" screen. Choose the first option: "Volunteer Having Contact with Children," even if you do not expect to work with children.

- A drop-down box will appear. Under "Volunteer Category," choose "other." For "Agency Name," enter "Dickinson College."
- Click "Next" at the bottom.

Back To My Account

e-Clearance ID: 00004429115

DELETED APPLICATION SAVE APPLICATION

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

Part 1

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

Part 2

- Signature
- 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 may 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 History Clearances at <http://keepkidsafe.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.

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification" is used interchangeably with "clearance."

Volunteer Category required Agency Name required

--Select--

Foster Parent: Applying for purposes of providing foster care.

Prospective Adoptive Parent: Applying for the purpose of adoption.

Employee of Child Care Service: 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.

12. On the "Applicant Information" page, enter your personal information and social security number (SSN). If you do not know your SSN, the clearance process may be delayed. Once finished, click "Next."

Back To My Account

Applicant Information

Part 1

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

Part 2

- Signature
- 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 required Last Name required Suffix

Eg. John Eg. Scott Eg. Smith --Select--

Date of Birth required Gender required

06/29/1997 --Select--

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

13. The next page asks for your current address. The top section is for your home address, so enter your **HOME ADDRESS** (the place you call home, your permanent residence, the place you were before Dickinson, etc.) in this section, **not** your Dickinson address.

Back To My Account

e-Clearance ID: 00004429115

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.

**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

--Select-- --Select-- --Select-- --Select--

**Mailing Address**

- Under “Mailing Address,” you will be asked if your mailing address is the same as your home address. Click **NO**.
- A section will appear underneath for your mailing address: enter **YOUR DICKINSON ADDRESS** as shown in the screenshot below. Address line 1: **Dickinson College HUB (your HUB box #)**. Address line 2: **28 N. College St.** City: **Carlisle**, State: **PA**, zip code: **17013**, county: **Cumberland**

es/CurrentAddress?NavAct=Next&NavigatorID=17df66d8-4976-4a1c-96b7-04af3d3177c5

--Select-- --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

Country required

United States

Address Line 1 required Address Line 2

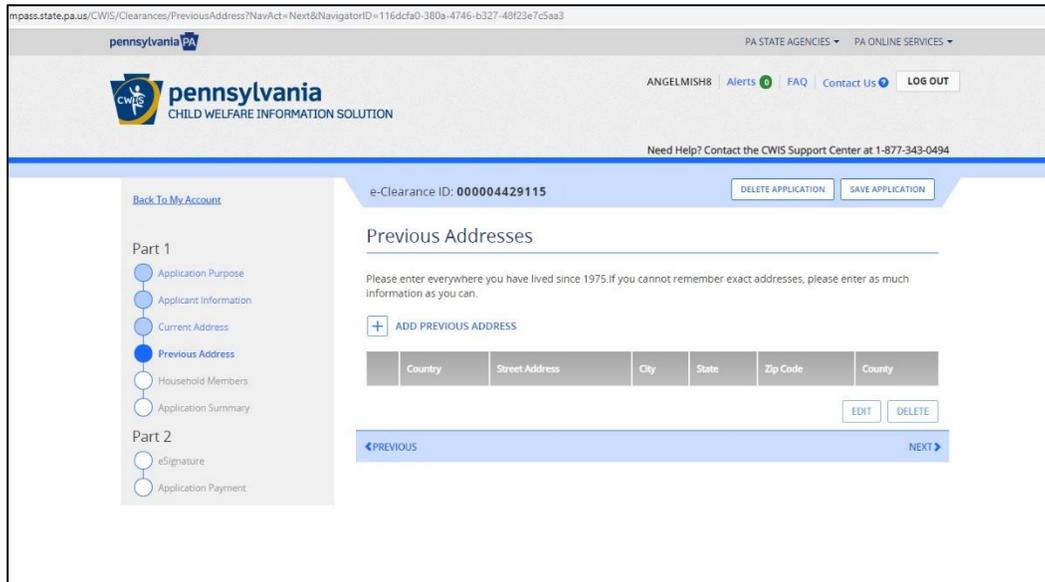
Dickinson College HUB box number 28 N. College St.

City required State required Zip Code required County

Carlisle Pennsylvania 17013 Cumberland

- To ensure that you receive a paper copy of your clearance, select “Yes” under “Certificate Delivery Method.”
- Click “Next.”

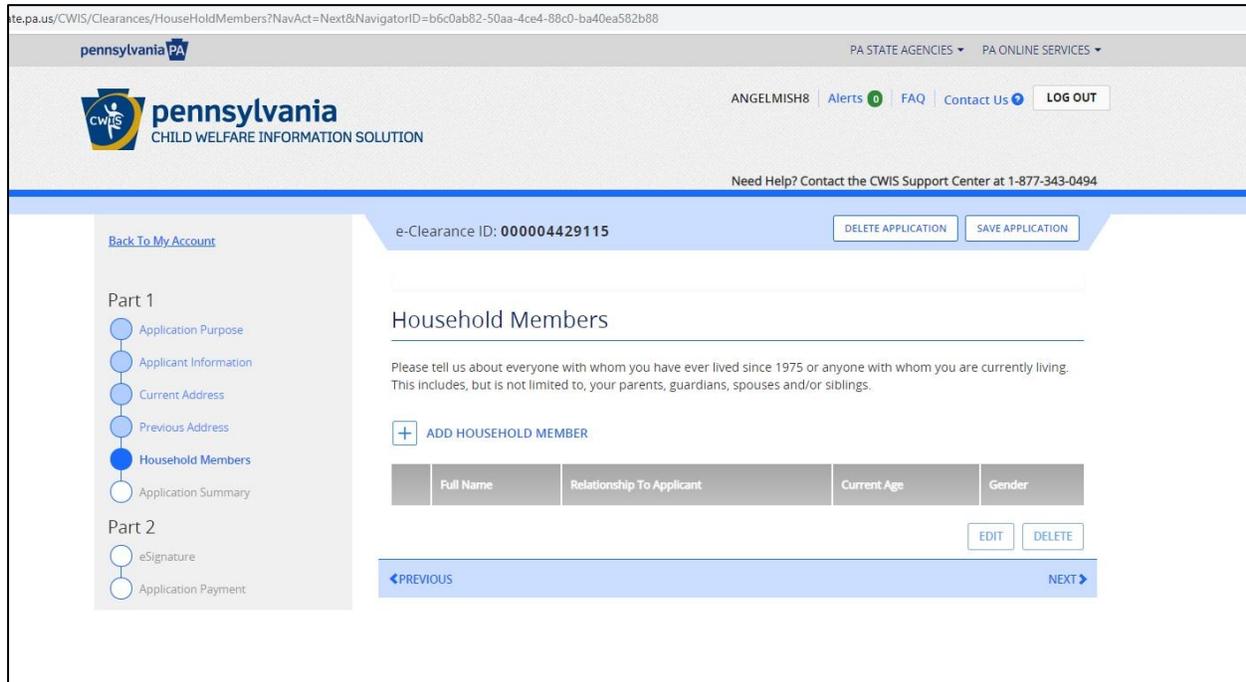
14. The next page is “Previous Addresses.” Enter the location information for everywhere you have ever lived.



a. Click “Next.”

15. The next page is “Household Members.” Enter the basic information of everyone you have ever lived with in your household to the best of your ability.

a. Click “Next.”



16. Review the application summary to be sure the information you entered is accurate.
17. On the “eSignature” page, you will be asked if you have received a paper or electronic volunteer certification free of charge in the last 5 years. **Answer NO even if you have. This will ensure you do not have to pay for this clearance.** Then agree to the statements and type your name.

The screenshot shows the 'eSignature' page of the PA State Child Abuse Clearance application. The page title is 'CHILD WELFARE INFORMATION SOLUTION'. The e-Clearance ID is 00004429115. The page is divided into two parts: Part 1 (Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, Application Summary) and Part 2 (eSignature, Application Payment). The eSignature section asks if the applicant has received a paper or electronic volunteer certification free of charge since 11/02/2014. The applicant has selected 'No'. Below this, there is a checkbox for affirming the accuracy of the information and a list of conditions: 'I have not received a background certification free of charge within the previous 57 months;', 'The background certification is necessary to satisfy the requirements under Chapter 63 subsection 6344(b); and', and 'I understand that the certification shall not be valid or used for any other purpose, including employment.' There is a signature field and 'PREVIOUS' and 'NEXT' navigation buttons.

18. The last page is for application payment. Since you answered “No” on the previous page, you **do not have to pay the fee** for this application! Click “No,” then click “Next.”
19. A Submission Confirmation Page should appear telling you to check your email for a confirmation notification.

The screenshot shows the 'Submission Confirmation' page of the PA State Child Abuse Clearance application. The page title is 'pennsylvania CHILD WELFARE INFORMATION SOLUTION'. The e-Clearance ID is [REDACTED]. The page displays a green success message: 'Success. Your application [REDACTED] has been successfully submitted.' Below this, there is a 'Next Steps' section with the following 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 Advise 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.'

20. The email should appear within a few minutes. If you did not enter your social security number, your results may take longer, but they will arrive within 14 days.

21. When you are notified via email that your results are in, use the link in that email to return to the website. Log in to your account, and print the page for your records. Present this clearance, along with the PA State Criminal Clearance and the Federal Criminal History Record, to the organization you are volunteering with. Clearances last for 5 years.