

1. Access the Pennsylvania Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create Individual Account."



3. On the next page, it will explain that you need to make a Keystone ID. This will be your login username for the Child Welfare Portal. Click "NEXT."

PA pennsylvania

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.
- Self-Service 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 services programs.

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

4. On the Create Keystone ID page, create a username login for your keystone ID that you will remember. *If must be between 6 to 64 characters long. (Note: Be sure to write down your Keystone ID and save it! You will need to remember this.)* Fill out the rest of the requested personal information on the page, along with the 3 security questions and answers.

5. On the same page, scroll down, and you will see a final question underneath your 3 security questions. The question is to ensure you are not a robot. Enter the logical answer to the question (in our example, the answer is 20). When you have entered all requested information and answered the security questions, click "FINISH."

PA pennsylvania

Create Keystone ID: Profile Information

1 General Information 2 Profile Information

Required

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

Username (must be 6 to 64 characters)
Email Address
Date of Birth (MM/DD/YYYY)
Phone Number

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Question 1: What is your favorite color?
Answer: [Select a color]

Question 2: What is your favorite animal?
Answer: [Select an animal]

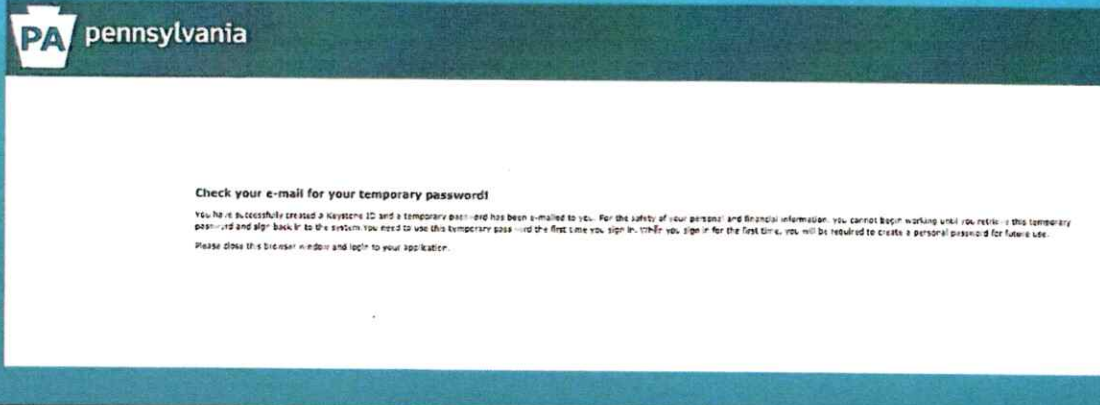
Question 3: What is your favorite food?
Answer: [Select a food]

Question 4: What is your favorite number?
Answer: [Select a number]

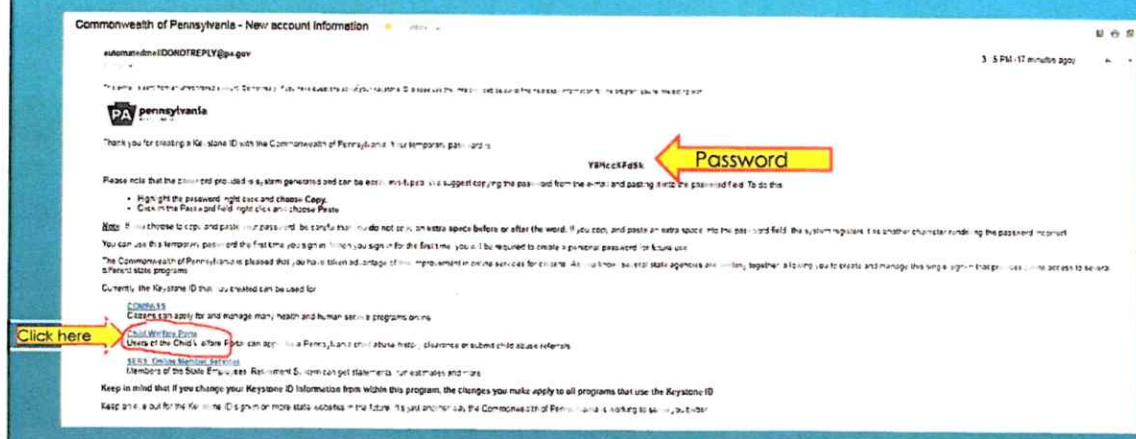
For security reasons, please answer the following question:
Question: Enter the smaller number of eighty-one, thirty-four, two, eight, ten, eight, or 20.
Answer: [Enter the number]

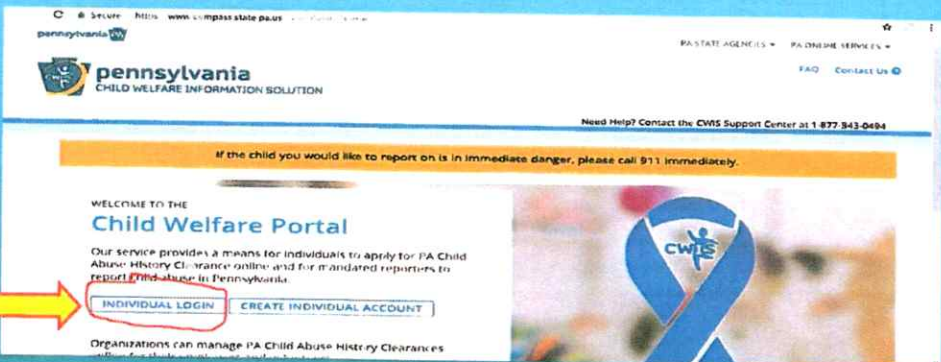
BACK FINISH CANCEL

6. The next screen will look like the one below. At this point you must login to whichever e-mail you provided on the previous registration screen. In your inbox, there will be an e-mail with a temporary password that you will use to login for the first time. You will be prompted to change the password when you log back in.



7. The e-mail you receive will look like the one below, except with your own unique temporary password. The temporary password is a combination of random letters, numbers, and symbols. Write down this password exactly as it appears, and then click the blue "Child Welfare Portal" link within the e-mail.





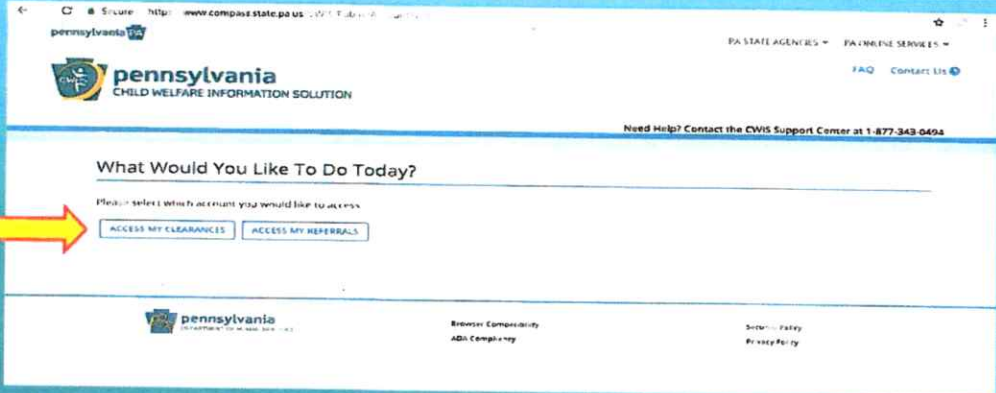
WELCOME TO THE
Child Welfare Portal

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.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers.

8. Clicking the link will bring you back to the Pennsylvania Child Welfare Portal login page. Click "Individual Login."

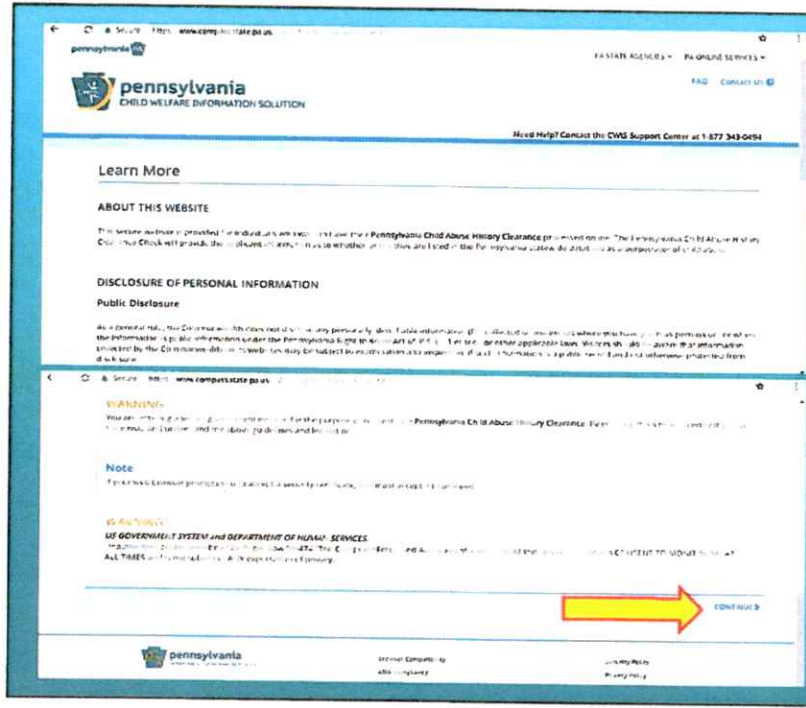


What Would You Like To Do Today?

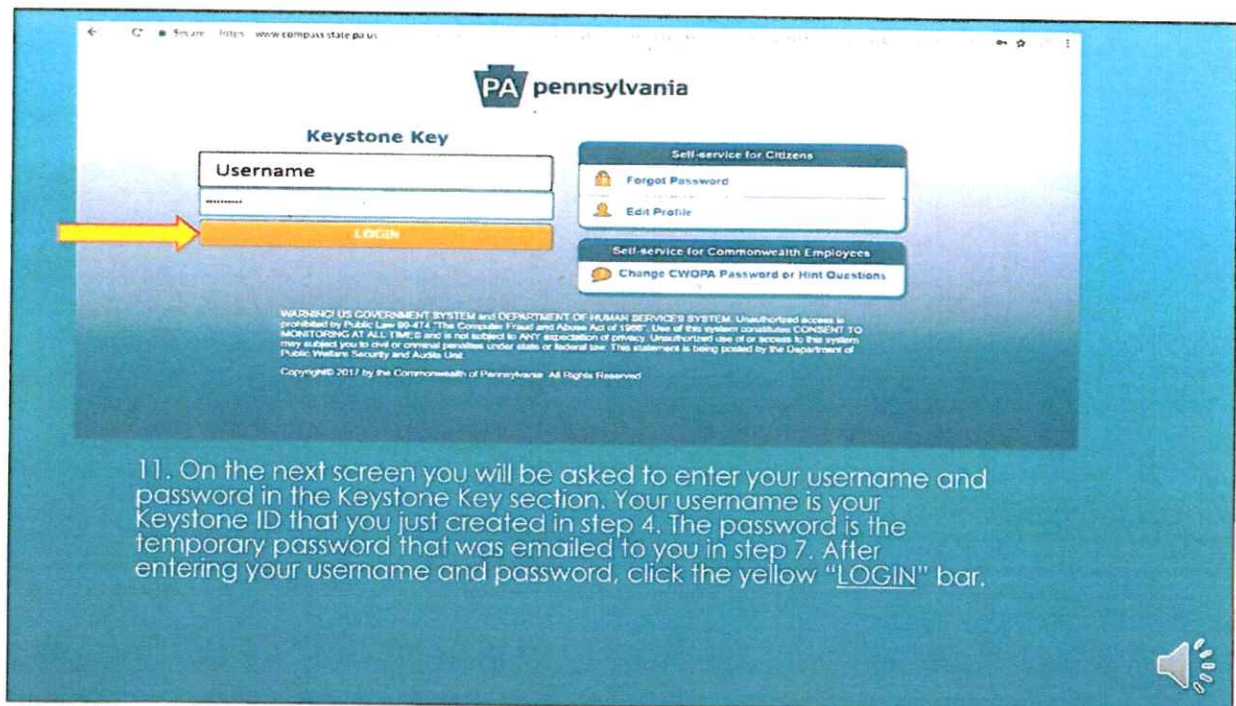
Please select which account you would like to access.

[ACCESS MY CLEARANCES](#) [ACCESS MY REFERRALS](#)

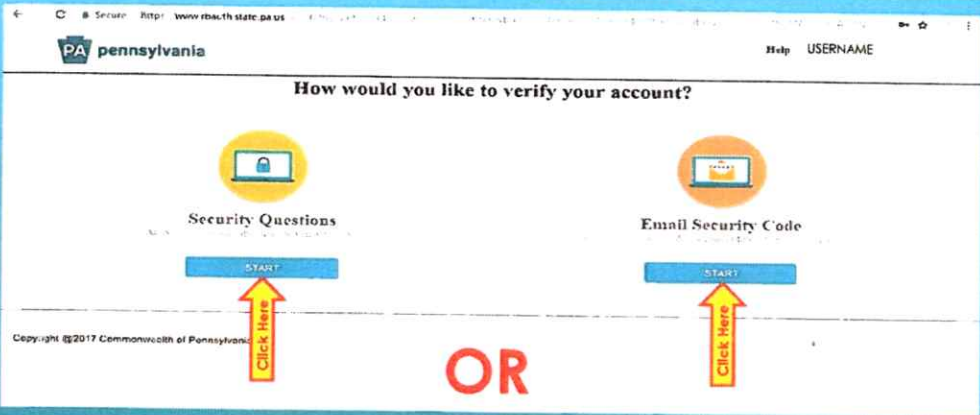
9. On the next page, click "Access My Clearances."



10. The next screen will show you a page of disclosures and warnings. Read through them, and scroll down to the bottom of the page. When you are finished reading, click "CONTINUE" on the bottom right hand side of the screen.

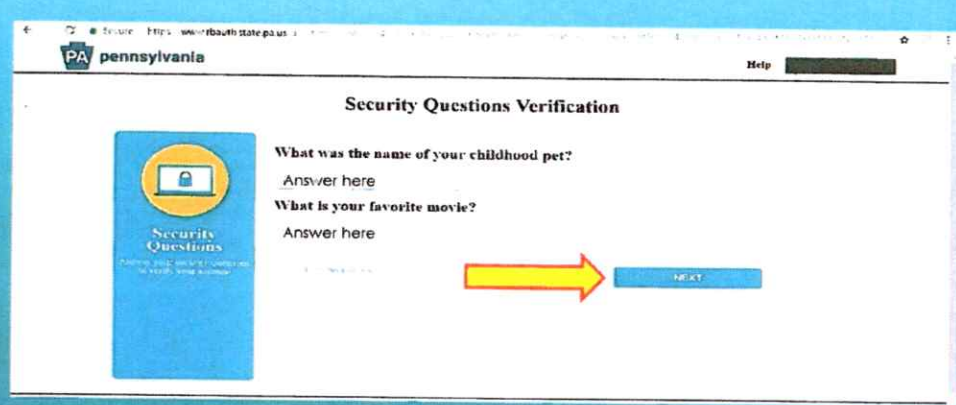


11. On the next screen you will be asked to enter your username and password in the Keystone Key section. Your username is your Keystone ID that you just created in step 4. The password is the temporary password that was emailed to you in step 7. After entering your username and password, click the yellow "LOGIN" bar.



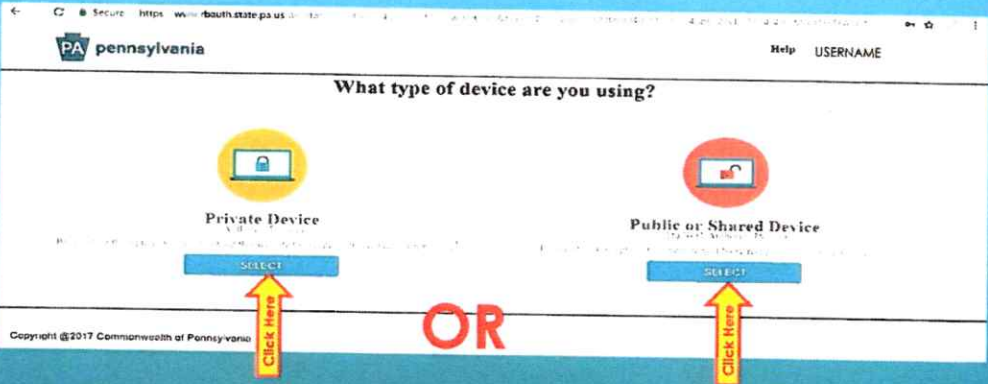
The screenshot shows a web browser window with the URL <https://www.rbauth.state.pa.us>. The page title is "How would you like to verify your account?". There are two main options: "Security Questions" and "Email Security Code". Each option has a "START" button. A red arrow points to the "START" button under "Security Questions" with the text "Click Here". Another red arrow points to the "START" button under "Email Security Code" with the text "Click Here". A large red "OR" is centered between the two options. The copyright notice at the bottom left reads "Copyright ©2017 Commonwealth of Pennsylvania".

12. On the next screen you will be asked to verify your account. You can choose to verify your account by either answering the security questions you answered from step 4, or by having a security code e-mailed to you. If you remember the answers to your security questions, click the blue "Start" button underneath "Security Questions." If you do not remember the answers to your security questions, or would rather use a security code sent via e-mail, click the blue "Start" button underneath "Email Security Code."

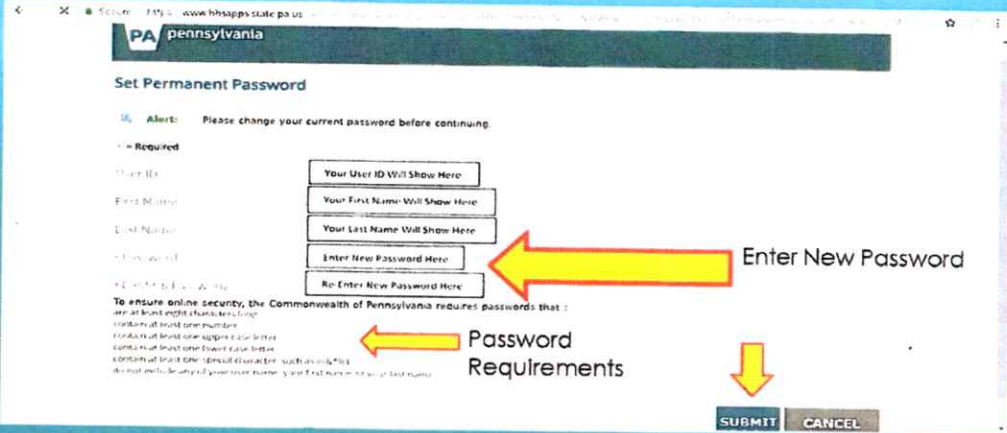


The screenshot shows the "Security Questions Verification" screen. On the left is a blue box with a yellow circle containing a lock icon and the text "Security Questions". To the right of this box are two questions: "What was the name of your childhood pet?" and "What is your favorite movie?". Each question has an "Answer here" input field. A large yellow arrow points from the input fields to a blue "NEXT" button on the right. The copyright notice at the bottom left reads "Copyright ©2017 Commonwealth of Pennsylvania".

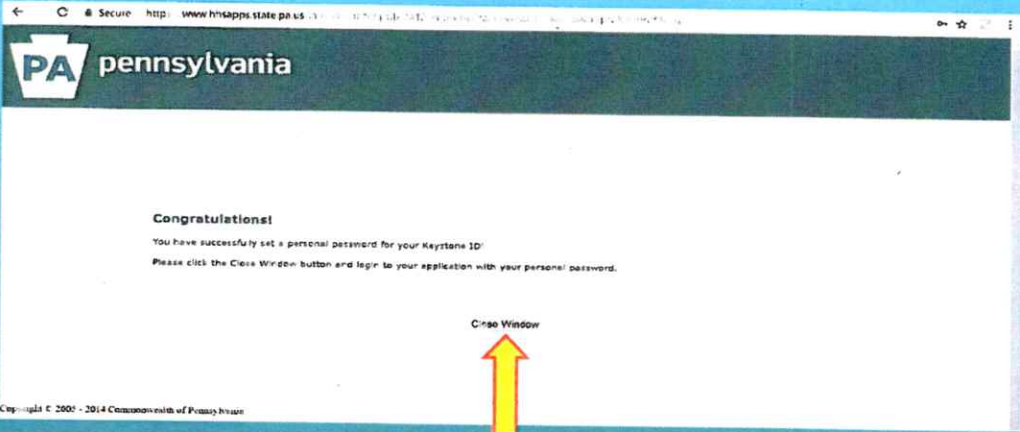
12. If you chose to answer the security questions, the next screen will look similar to the one above. The questions that they ask you may be different depending on which questions you selected from step 4. After answering your security questions exactly the way you answered them in step 4, click "NEXT."



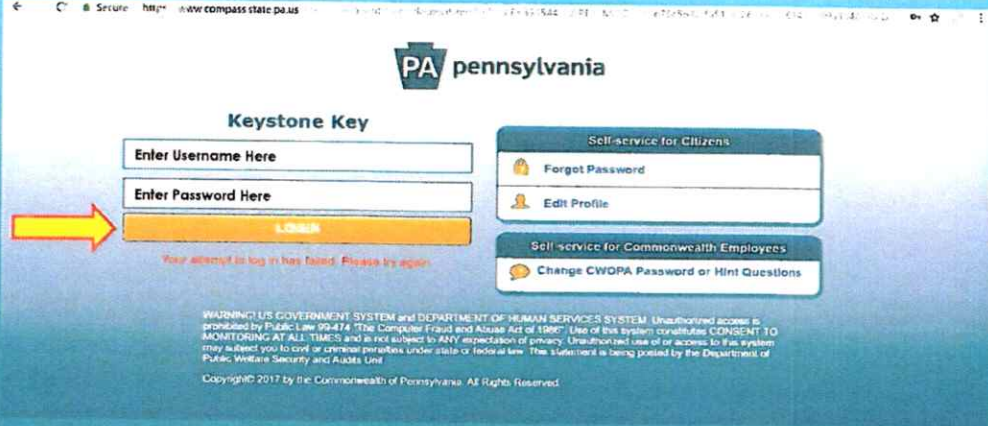
13. The next screen will ask you what type of device you are using. If you are using a personal computer, laptop, tablet, or other device, click the "Select" button underneath "Private Device". If you are using a computer, laptop, tablet or other device on campus, in a public library, or that is shared with others, click "Select" underneath "Public or Shared Device."



14. The next screen will ask you to set a permanent password. You will see your own personal user ID, First Name, and Last Name shown on the screen. Enter your new password for your account, paying attention to the password requirements. Re-enter your new password where it says "confirm password." **Write this password down somewhere and keep it safe! You will need to remember it!** Once finished, click the blue "SUBMIT" button.



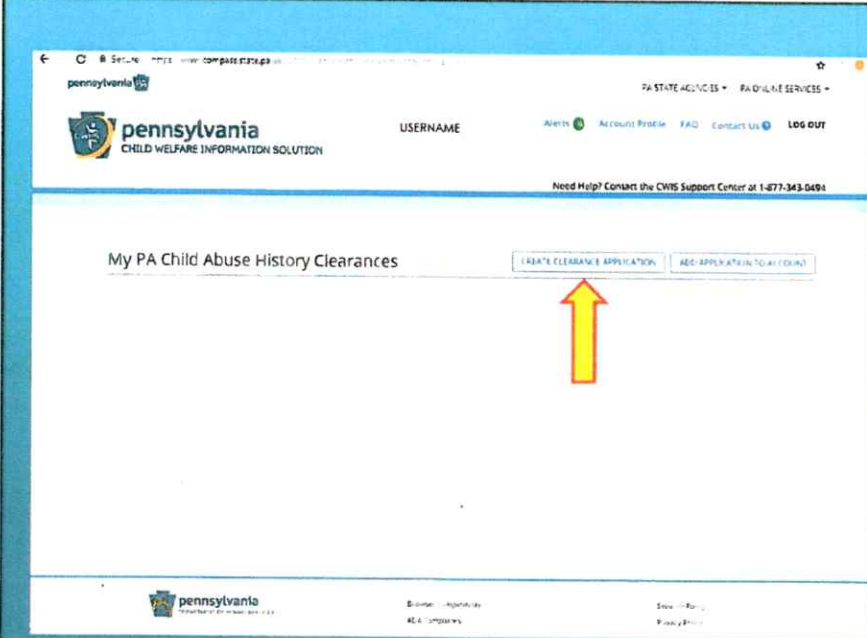
15. When you have successfully set your new password, you will see the screen above. Click "Close Window."



16. The next screen that opens will be the "Keystone Key" login screen. Enter your username and new password in the boxes, and then click the yellow "LOGIN" button. After logging in, you may need to select the type of device you're using (private or shared) and enter the answers to your security questions again like you did in steps 12 and 13.

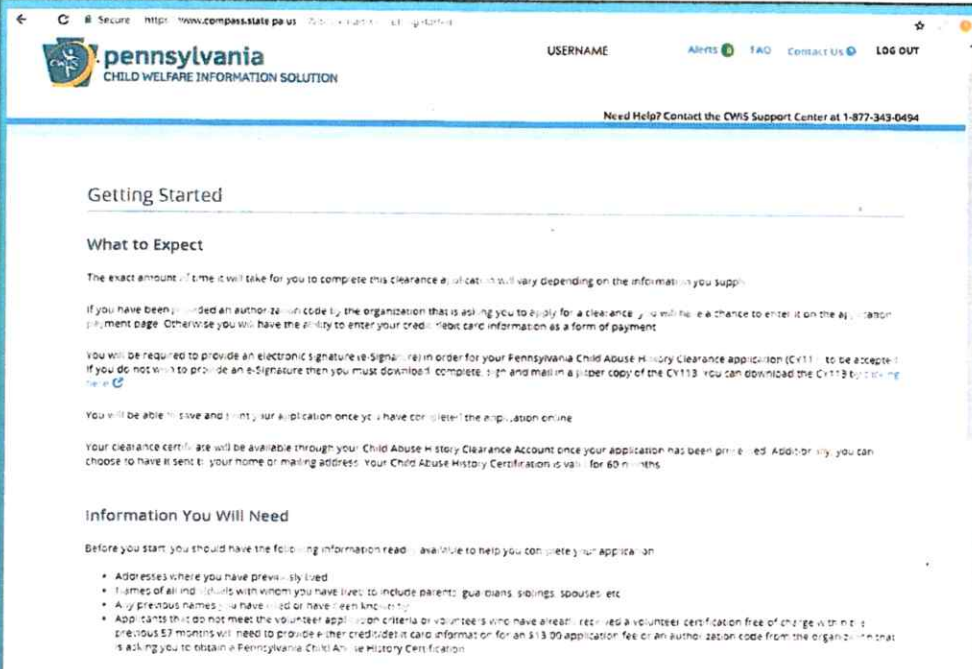
17. On the "My Child Welfare Account Terms and Conditions" page, review the terms and conditions, and if you agree, select the option that says "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions", and then click "NEXT" in the lower right-hand side of the screen.

18. On the next screen, review the disclosure information and warnings, and then click "CONTINUE" on the lower right-hand side of the screen.



19. The next page will say "My PA Child Abuse History Clearances." If this is your first time, you will not have any applications listed. Click **"CREATE CLEARANCE APPLICATION."**

The screenshot shows the website header with the Pennsylvania logo and "CHILD WELFARE INFORMATION SOLUTION". The main content area is titled "My PA Child Abuse History Clearances" and contains two buttons: "CREATE CLEARANCE APPLICATION" and "ADD APPLICATION TO MY COUNT". A large yellow arrow points to the "CREATE CLEARANCE APPLICATION" button. The footer includes the Pennsylvania logo, "Member of the National Child Welfare Information System", and links for "Browse by Jurisdiction", "ACA Companies", "Sign in / Register", and "Privacy Policy".



20. The "Getting Started" page will appear and tell you what information you will need. Make sure you have all of this information before you begin. Keep scrolling down the page.

The screenshot shows the "Getting Started" page with the following sections:

- 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 (Signature) in order for your Pennsylvania Child Abuse History Clearance application (CV113) 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 CV113. You can download the CV113 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.
- 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
 - Addresses that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 63 months will need to provide a letter crediting it card information for an \$13.95 application fee, or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

21. When you have read through the entire page, scrolling all the way down, click "BEGIN" in the lower right-hand corner of the page.

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 criminal/civil case information for an \$18.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification

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.

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 Release pages.

If you have any questions about your application, please refer to the frequently asked questions page. If you need further assistance, please contact the Child Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

← PREVIOUS BEGIN →

pennsylvania
Department of Human Services

Privacy Policy
ADA Compliance

Security Policy
Privacy Policy

22. On the "Application Purpose" page, select the "School Employee Governed by Public School Code" option, scroll down, and click "NEXT."

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 clearance for any other reasons, you will need to submit another application. You can submit another application at any time from our PA Child Abuse History Clearance Account.

For more detailed information and a complete list of application requirements, please see the Who Needs Child Abuse History Clearance at Work? page on our website: www.paschools.org.

Part 1

Part 2

Application Purpose

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 purpose 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 centers, 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.

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 Services Employment and Training Program through a county assistance office (CAO) or the Office of Income Maintenance (OIM).

NEXT →

pennsylvania
Department of Human Services

Privacy Policy
ADA Compliance

Security Policy
Privacy Policy

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

USERNAME Alerts FAQ Contact Us Log Out

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

Back To My Account e Clearance ID: 000000000000 DELETE APPLICATION SAVE APPLICATION

Part 1
Applicant Progress
Applicant Information

Part 2

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 email regarding this application.

First Name	Middle Name	Last Name	Suffix
Your First Name	Your Middle Name	Your Last Name	None

Date of Birth	Gender
MM/DD/YYYY	Your Gender

You are contributing to a worldwide effort of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. § 6303 (relating to information in statewide central registers to add relating to information relating to persons for child care purposes), 63 Pa.C.S. § 6303.1 (relating to information relating to family day care home licensing), and 63 Pa.C.S. § 6303.2 (relating to information relating to 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 in the register as an individual for furnished 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 Child Welfare 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.

23. On the "Applicant Information" page, fill in your first name, middle name if you have one (leave blank if you do not), last name, a suffix if you have one (do not select anything if you do not), and enter your date of birth and gender. Scroll down the page.

Would you like to provide a Social Security Number (SSN)?

Yes No

SSN
XXX-XX-XXXX

Enter your social security number in this box

The email address listed below will be used for all email regarding this application. If you are applying for a clearance certificate, you will use a different email address for your clearance certificate. If you are applying for a clearance certificate, you will use a different email address for your clearance certificate. If you are applying for a clearance certificate, you will use a different email address for your clearance certificate.

Email Address
Enter your e-mail address here

Do you have any previous names or nicknames that you have used in the past or that you may be known by?

Yes No

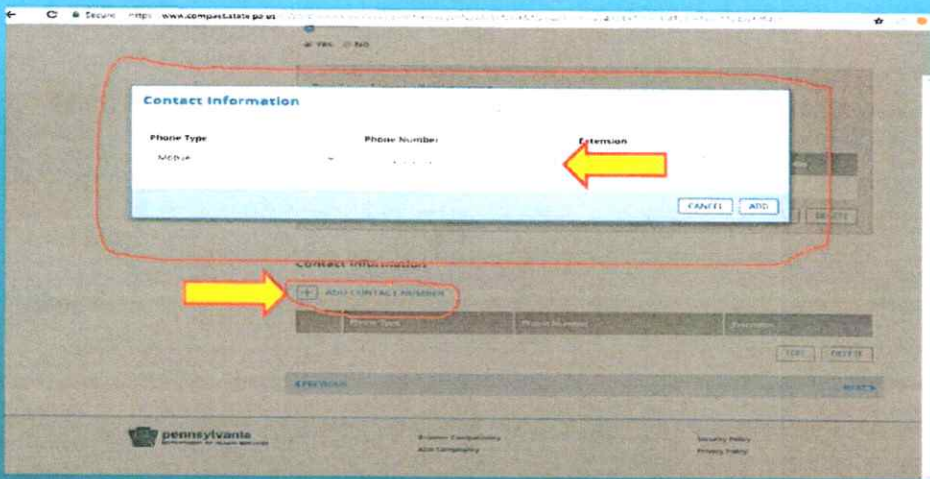
Previous Names/Nicknames

Please enter any previous names or nicknames that you have used or may have been known by.

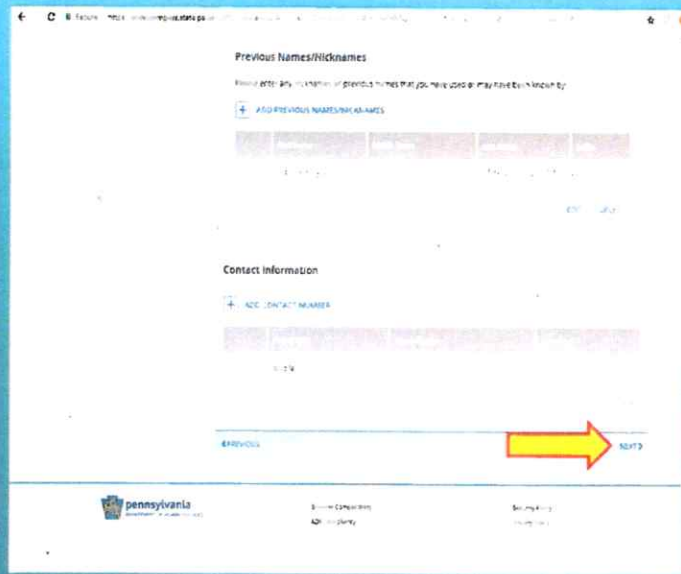
+ ADD PREVIOUS NAME/NICKNAME

First Name Middle Name Last Name Suffix

24. After scrolling down the page, click the "yes" button underneath "Would you like to provide a Social Security Number (SSN)?" and fill in your SSN in the box. Write in your e-mail address in the next box. If you have any previous names that you've used in the past, click yes for that question and provide your past names (maiden name, etc.) If you've never used another name, click no, and you do not have to add any other names. Continue scrolling to the bottom of the page.



25. At the bottom of the same page it will ask you for contact information. Click the blue "Add contact number" link. A pop up box will appear for you to add your phone number. Fill in your phone number, and click "ADD."



26. After adding your phone number, click the "NEXT" button at the bottom right hand corner of your screen.

27. The next page will say "Current Address," fill in your current permanent home address. When you are finished, scroll down the page.

28. After scrolling down it will ask you for your mailing address. If your mailing address and permanent address is the same, click yes. If they are different, click no, and fill in your mailing address.

29. Underneath "Certificate Delivery Method," you can select "yes" or "no" to indicate if you would like a paper copy mailed to you. This is up to you, you will receive an online copy that you can print either way. Select your answer, and then click "NEXT" at the bottom of the screen.

Back to My Account

Clearance ID: 000000000000

Need Help? Contact the CWS Support Center at 1-877-345-6494

Back to My Account

Part 1

Previous Addresses

ADD PREVIOUS ADDRESS

Previous State	Previous Street address	Previous City	Previous State	Previous Zip	County

PREVIOUS

NEXT

30. The next page will ask you to provide all of your previous addresses you have ever lived at since 1975. If you lived at one address since 1975 (the permanent address you listed in step 27), then you do not have to add any other addresses. To add a previous address, click "add previous address" then fill in the information. When you are finished, click "NEXT" at the bottom right corner of the screen.



Back to My Account

Clearance ID: 000000000000

Need Help? Contact the CWS Support Center at 1-877-345-6494

Back to My Account

Part 1

Household Members

ADD HOUSEHOLD MEMBER

Name	Relationship	Gender	Age

PREVIOUS

NEXT

31. The next page will ask you to provide information on everyone you have lived with since 1975, including parents, siblings, other family members, spouses/significant others, children, roommates, friends, etc. Click "add household member" and fill out the information for EACH PERSON including full name, their relationship to you, gender, and current age. You will have to click "add household member" for each new person. When you are finished, click "NEXT" at the bottom right corner of the screen.



Back To My Account

000000000000

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

Back To My Account

Part 1

Application Summary

Application Purpose

Applicant Information

Name

Birthdate

Gender

Social Security Number

Parent Name

Parent Gender

NEXT

32. Review the information on the page. If everything looks correct, scroll down and click the "NEXT" button at the bottom of the screen.

Back To My Account

e-Clearance ID: 000000000000

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

Back To My Account

Part 1

eSignature

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).

Signature

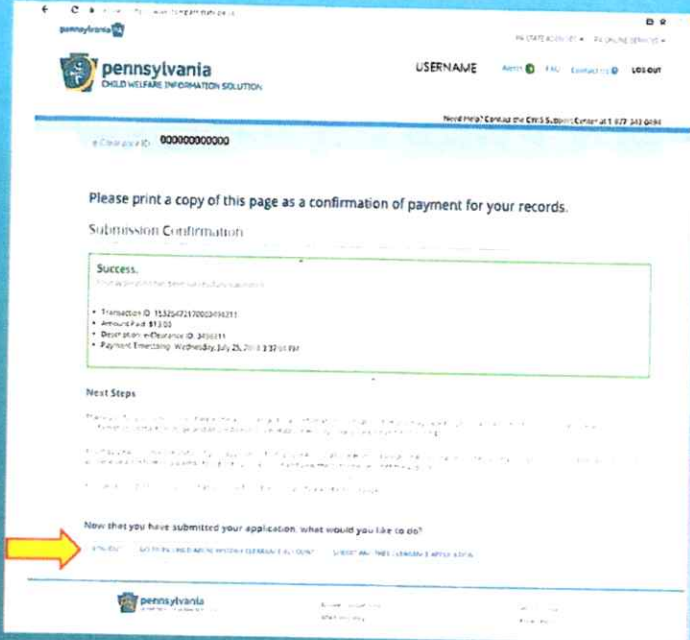
Full Name

NEXT

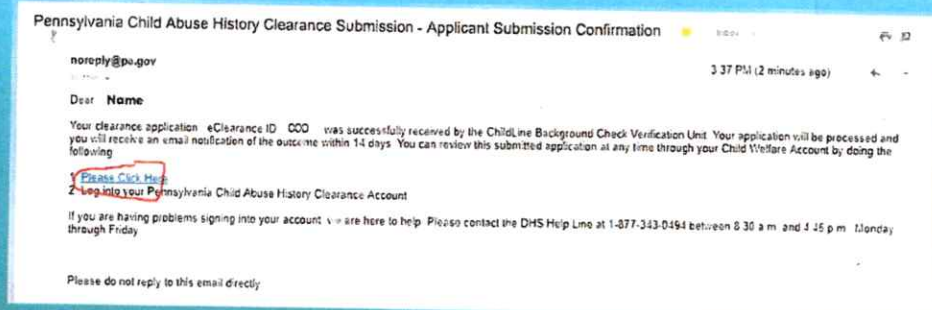
33. On the next screen, check the square next to the acknowledgement statement, and type in your full name to sign your application. Click "NEXT" at the bottom of the screen.

34. The next screen will say "Application Payment." Click "no" under "Did an organization provide a code for your application?". Then click "MAKE A PAYMENT" at the bottom right of the screen.

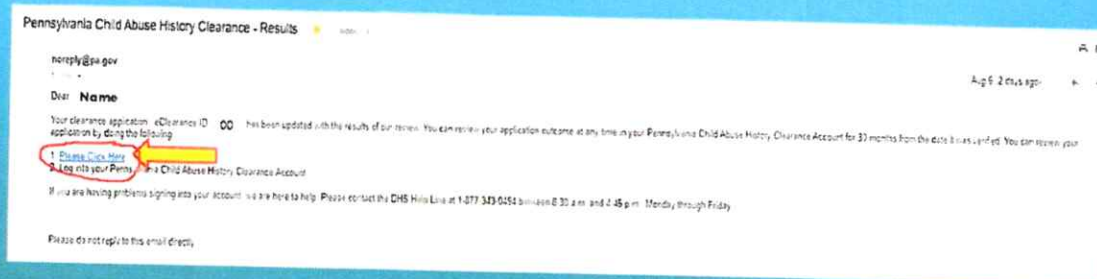
35. The next page will bring you to the pay screen. Fill out your credit card information, and click "PAY WITH YOUR CREDIT CARD". The cost should be \$13.00.



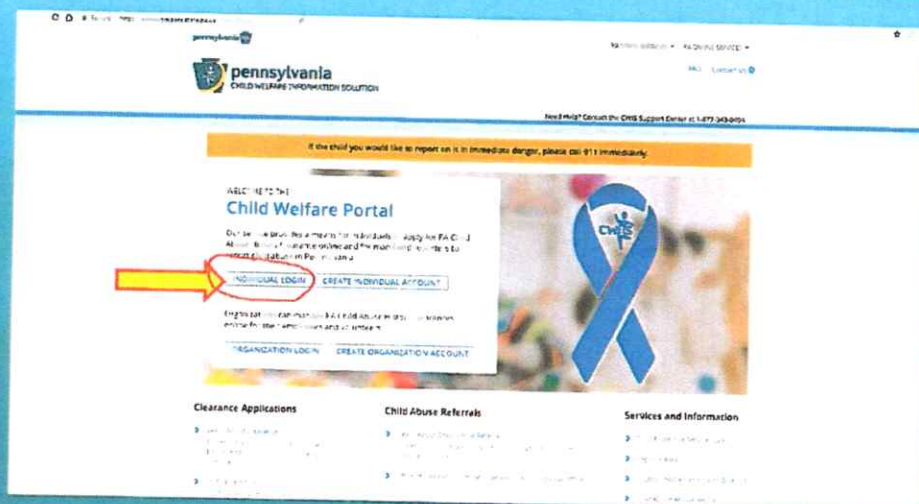
36. The next page should say "Submission Confirmation." This means your application has successfully went through, and you can logout of the system. You will receive an e-mail confirmation as well.



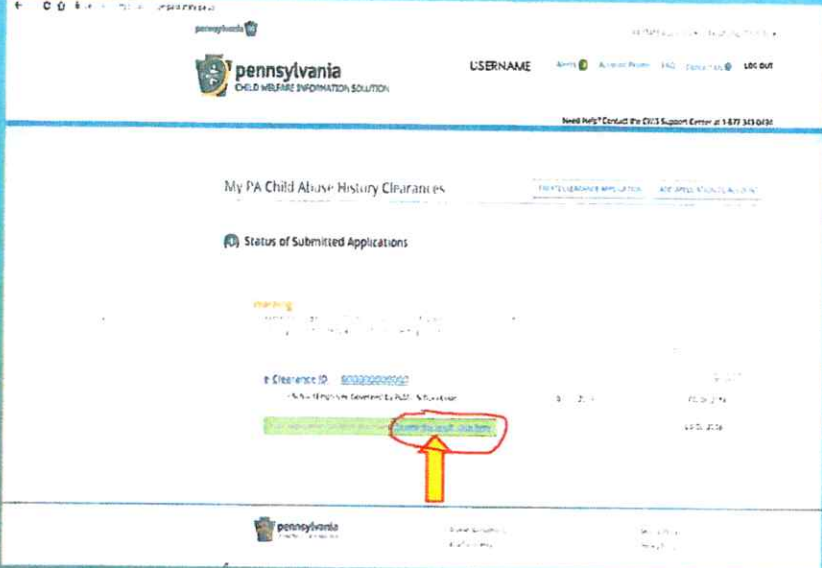
37. Your confirmation e-mail will look like this. You can click the "Please Click Here" link within the email to check the status of your clearance at any time. However, they will e-mail you again when they have the results available.



38. When your results are available, you will receive another e-mail that looks like the one above. Click the blue "[Please Click Here](#)" link to access your results.



39. You will be brought back to the Child Welfare Portal. Click "[INDIVIDUAL LOGIN](#)" and follow the same steps you did in steps 8 through 13 (review slides 7-16 if you need help).



40. Once you logged in, you should see your application listed. Click the link that says "To view the result, click here" in the green box.



41. Your certification paper will then download and should look similar to this one. To print, use "File: Print Preview".

You should also save it to your computer so you have an electronic copy.