## How to Complete Your Child Abuse History Clearance

PA Child Protective Services Law requires that all volunteers submit/update their PA Child Abuse History Clearance *(free)* every 5 years. The due date for this clearance will be based on the date listed on the volunteer's last clearance. If the expiration date of the previous clearance will occur during an upcoming year, then an updated clearance will need to be completed prior to the start of that year.

## Completed clearances must be submitted to the LCYIC's Program Coordinator at <u>bhubbard@co.lancaster.pa.us</u>.



Below is an example of a completed clearance.

Click the link below to begin completing your clearance submission.

https://www.compass.state.pa.us/cwis/public/home

The following instructions will help guide you through the submission process.



1. Click on "Create a New Account" or "Login" if you already have an account.

2. You will have access to past clearances if you are already a registered user. Click on "Access My Clearances".

D https://www.compass.st:: x	
🗧 🔶 C 🙆 Pennsylvania Department of Public Welfare [US] https://www.compass.state.pa.us/CWIS/Public/Account)	☆ × I
pennsylvania 🔯	PA STATE AGENCIES + PA ONLINE SERVICES +
CHLD WELFARE INFORMATION SOL MON	FAQ Contact Us O
What Would You Like To Do Today? Please seed which is write you would like to access.	
ACCESS MY CLEARANCES ACCESS MY REFERENCES	4

pennsylvania Examination Public Helicane	Browser Competibility ADA Complemery	Security Policy Privacy Policy	

3. Click "Create Clearance Application".

https://www.compass.st= X					
e - C ( <u>a reinsylvania Department of Public</u> W	pennsylvania	eaccountOverview	PA ST	ATE AGENCIES + PA ONLINE SERVICES +	ਮ * =
	Pennsylvania CHILD WELFARE INFORMATION SOLUTION	FR	EDERID   Alerts 🔘 Account Profile	FAQ. Contact Us O LOG OUT	
	My PA Child Abuse History Clearance	25	CREATE CLEARANCE APPLICATION	ADD APPLICATION TO ACCOUNT	
				De .	
	DEPARTMENT OF PORCE WILLSAME	Browser Compatibility ADA Compliancy	5 p	ecurity Policy riviecy Policy	

4. You will be presented with information regarding the clearance process. Click "Continue".

The fact that the second state and the		
f Public Welfare [US] https://www.compass.state.pa.us/CWIS/Public/ClearanceLearn	More	☆ ×
pennsylvania	PA STATE AGENCIES * PA ONLINE SERVICES *	
CHILD WELFARE INFORMATION SOLUTION	FAQ   Contact US O	
Learn More		
ABOUT THIS WEBSITE		
This secure website is provided for individuals who want to have their F Clearance Check will provide the applicant information as to whether o	remsylvania Child Abuse History Clearance processed online. The Pennsylvania Child Abuse History not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.	
DISCLOSURE OF PERSONAL INFORMATION		
As a general rule, the Commonwealth does not disclose any personally the information is public information under the Pennsylvania Right to k collected by the Commonwealth on its websites may be subject to exan disclosure.	identifiable information (PII) collected online except where you have given us permission, or where now Act 65 P.5 . 66.1 et seq., or other applicable laws. Visitors should be aware that information ination and inspection, if such information is a public record and not otherwise protected from	
Social Security Number Disclosure		
You are consenting to a verification of your Social Security number thro Pa.C.5.95 635(9)(1) relating to information in statewide central register information relating to finally day, care hower existenzy, and c544.2 re use your Social Security number to search the statewide central register abuse. However, plasmo ente that disclosure of your Social Security num verified or used for checking your child abuse history, we will still proce	ugh the Social Security Administration. Your Social Security number is also being sought under 23 r), S44 (relating to Information relating to prospective child care personnell, 6344. (relating to nating to Information relating to one persons having contact with childen). The department will ro determine whether you are listed as the perpertation in an indicated or founded report of child their s voluntary and therefore. If you on occ consent to having your Social Security number. ssyour request without your Social Security number.	
WARNING You are entering a secure government website for the purpose of re have read and understand the above guidelines and legislation.	questing a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you	
Note If your web browser prompts you to accept a security certificate, you	must accept it to proceed.	
WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE S Unauthorized access prohibited by Public Law 99-874 "The Compute ALL TIMES and is not subject to ANY expectation of privacy.	NSTEM. F Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT	
	CONTINUE >	
pennsylvania devertment or realize welfane	Browser Compatibility Security Policy	
	ADA Comptiency Privacy Policy	
	<text><image/><image/><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>	<text><text><image/><text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text></text></text>

5. You will then be asked to create an account or log in if you are already a registered user.

s//www.compass.state.pa.us/siteminderagent/forms/loginoltizen.fcc	?TYPE=33554433&REALMOID=06-d78c564c-f651-4c26	6-9add-61431090a384&cGUID=0&cSMAUTHREASON=0&METHOD=GE 없
PA per	nnsylvania	
Keystone Key	Self-service for Citizens	
Disername	Forgot Password	
Passeord	Self-service for Commonwealth	
	Change CWOPA Password or Hint Questions	D
CONTINUENT IN THE MEET OF PARTNERS OF INSUE AVEL AND STORE AND STREAM CONTINUES AND ADDITIONED AT ALL THESE AND A STORE STREAM CONTINUES AND ADDITION ADDITIONAL AND ADDITIONS ADDITIONALISA ADDITIONAL A	14 description of the second secon	

6. You will be presented with information regarding the clearance process again. Click "Begin".

Pennsylvania Department of F	Aublic Welfare [US] https://www.compass.state.pa.us/CWIS/Clearances/GettingStarted		
	pennsylvania 🕅	PA STATE AGENCIES * PA ONLINE SERVICES *	
		FREDERID Alerts FAQ Contact Us FAQ LOG OUT	
	Cotting Started		
	Getting started		
	What to Expect	4	
	The exact amount of time it will take for you to complete this clearance application will vary of	depending on the information you supply.	
	If you have been provided a code by the organization that is asking you to apply for a clearar Otherwise, you will have the ability to enter your credit/debit card information as a form of p	nce, you will have a chance to enter the code on the payment page. ayment.	
	You will be required to provide an electronic signature (e-Signature) in order for your Pennsy if you do not wish to provide an e-Signature then you must download, complete, sign and mother ${\mathfrak C}$	(Ivania Child Abuse History Clearance application (CY113) to be accepted. all in a paper copy of the CY113. You can download the CY113 by clicking	
	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 Accou choose to have it sent to your home or mailing address.	int once your application has been processed. Additionally, you can	
	Information You Will Need		
	Before you start, you should have the following information readily available to help you con	nplete your application:	
	<ul> <li>Addresses where you have previously lived</li> <li>Names of all individuals with whom you have lived to include parents, guardians, stalin</li> <li>Any previous names you have used or name been known by</li> <li>Credit/Debt c2 and information for a \$10 application fee for a payment code from the o History Clearance)</li> </ul>	rgs, spouses, etc. granization that is asking you to obtain a Pennsylvania Child Abuse	
	Additional Information		
	All of the information that you entered here is secure and confidential. For more information Commonwealth of Pennsylvania's Privacy Policy & Additionally more information is provided	on the security and confidentiality of this website, please view the in the Rights and Responstuilities.	
	If you have any questions about your application, please refer to the Frequently Asked Queso and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.	ions page. If you need further assistance, please contact the ChildLine	
	<pre>CPREMIOUS</pre>	BEGIN >	
	Pennsylvania Brown Computation Desamation of NUCC MILANE ADA Completentially Add Completent	Security Policy Privacy Policy	

7. Select "Volunteer Having Contact with Children" on the Application Purpose screen. Select "Other" in the Volunteer Category menu and enter "Lancaster County Youth Intervention Center" in the Agency Name field. Click "Next".

D https://www.compass.ats X	
← → C A Pennsylvania Department of Public Welfare [US] https://www.compass.state.pau pennsylvania.	sp/CWIS/Clearances/ApplicationPurpose?NavigatedD=b0674514-075d=48bd-95b8-0671769afd32
pennsylvania Orelo webare biroromatic	PREDERID   Alerts C   FAQ Contact US C LOG OUT
Back To My Account	e-Gearance ID: 00000032745 entre annuestron see annuestron
Part 1 Application Purpose	Application Purpose
Applicate bifure-attains Greener Address Applications A	Please select the registory area solutioning this therebylates Old Alouze Hotopy Claravace application if you will register application if you can submit another application is you can submit another application if you can submit application if you can submit another application is not submit another application if you can be applicated if you can be applied on application if you can be applied on application is not submit application if you can be applied on application is not submit application if you can be applied on application is not submit application if you can be applied on application is not submit application if you can be applied on application is not submi
	DPW Employment & Training Program Participant: You are participating in an employment and/or training program through a County Assistance Office or the Department of Public Welfare's Office of Income Maintenance (OM).
	NECT

8. Enter your personal information on the next few screens.

← → C Annowna compass.state.pt	us/CWIS/Clearances/ApplicantInformation?NavigatorID=80453df6-7541-4951-b17f-bf0ec39161bb	© × :
permys/vania permys/vania cellul viet/are: survorwart	PESTATE ACENCE PRECEND - Africa 🕒 ( 140 ) On Solution	S + DR UNLINE SERVICES + Contract Us   LOG OUT
Back To My Account	e-Clearance ID: 000000032745	
Part 1 Applicator Purpose Applicator Information	Applicant Information Please provide some basic Information about yourself and confirm that the email address listed in address of here you with to receive all emails regarding this application.	below is the email
Current Address Previous Address	First Name Middle Name Last Name Su	iffix
Application Someway Part 2	Drew Eg. sont Fredericks	- <u>-Select-</u>
	<pre>information regarding to finally dayscare none residents, and 54.42 presenting to information relating to finally dayscare none residents, and 54.42 presenting to information relating to the second response register to determine whether and final descent hybrid second second response to be second to relating port Social Social You who in the second relation of the second response in the discourse of the second response in the discourse of the second response in the second response is the second response in the second</pre>	ing to other persons statewise certain for draft abuse fyre da not connect to still process your application, if you would de draft the Account Korourt to update your
	Email Address frederidipos lancaster pa.us Do you have any previous names or nicknames that you have used in the past or that you ma	ly be known by?
	♥ © Yes © No	
	Contact Information	
	Phone Type Phone Number Biter	elon
		EDIT
	<pre>\$PREMOUS</pre>	NEXT >

+ C A Pennsylvania Departmen	t of Public Welfare [US] https://www.compass.state.p	a.us/CWIS/Clearances/CurrentAddress?NavigatorID=6096b706-61	c3-4766-80a1-74e6f248e66f	100 March 100 Ma
	pennsylvania	a Ion Solution	PASTATE ACONCES + PACONLINE SERVICES + FREDERID Allerts ALL FAQ CONTACT UN O LOG OUT	
	Back To Me Account	e-Clearance (D: 00000032745	DELETE APPLICATION	
	Part 1	Current Address		
	Applicant Information Current Address	Please enter your home and mailing address information or method below.	this page, and indicate your preferred certificate delivery	
	Provisus Address     Household Members     Analyzing Sciences	Please keep a copy of this e-Clearance ID for future reference	ė.	
	Part 2	Country		
	Application Payment	Address Line 1	Address Line 2 Fig. Apartment 101	
		City segment State segment  Pennsylvania	Zip Code monte County	
		Mailing Address	silline address ensared have	
		Attention We can only send notices and correspondences (including your personal P.O. Box.	g your clearance certificane) to your residential address or	
		Is your mailing address the same as your home address?	••••••••••••••••••••••••••••••••••••••	
		Certificate Delivery Method Your clearance certificate will be available from your PA Chi	Id Abuse History Gearance Account. You have the ability to	
		Note The certificate will only be mailed to you if you select Ves	Delow.	
		Would you also like to have a paper version of the cerutic	ate sent to your home or mailing address?	
		Important You will continue to receive application updates and you	r certificate online, regardless of your answer.	
		<pre>CPREVIOUS</pre>	NEXT 3	

pennsylvania			PA STATE AGENCIES	PA ONLINE SERVICES	
CHILD WELFARE INFORM	ia ATTON SOLUTION	FREDERID	Alerts 🚺 🛛 FAQ 🔤 g	entact US O LOG OUT	
Back To My Account	e-Clearancé ID: 00000032745		DELETE APPLICATION	SAVE APPLICATION	
Part 1	Previous Addresses				
Application Purpose Application Information Current Address	Please enter everywhere you have lived since 1975 information as you can.	.If you cannot remember	r exact addresses, plea	se enterps much	
Previous Address	Cournry Street Address	City State	<b>Dp</b> Code	County	
Application Summary				EDIT DELETE	
Part 2	epenanus.			NOTS	
O elignature	<pre>«PREVIOUS</pre>			NEXT >	

Tell pennsylvania	Browser Compatibility	Security Policy	
DEWRITER OF PUBLIC NEUSANS	ADA Compliancy	Privacy Palicy	

Part 1	Household Members		
Application Purpose			
Applicant Informatio	Please tell us about everyone with whom y This includes, but is not limited to, your pa	rou have ever lived since 1975 or anyone with whom y rents, guardians, spouses and/or siblings.	iou are currently living.
Current Address	+ ADD HOUSEHOLD MEMBER		
Previous Address	Full Name Relationship	To Applicant. Current Age	Gender
Household Member	8		INT DELETE
Part 2	* PODACHIS		
Q eSignature	APROVIDUS		MLAT#
Application Paymen			

9. Review the information that you entered and edit as necessary.

pennsylvania		FREDERID Alerts FAQ Contact Us LOG OUT	
CHILD WELFARE INFORMATION S	OLUTION		de la sete
Back To My Account	e-Clearance ID: 000000032745	DELETE APPLICATION SAVE APPLICATION	
Part 1			
Application Purpose	Application Summary	N	
Applicant Information	Below is a summary of the information you have e information is not correct or needs to be updated,	ntered so far. Please check your information for accurac <sup>je</sup> If your please click the edit button in the heading of the section that you	
Previous Address	would like to update and mouly it as necessary.	COLLAPSE ALL	
Household Members	11 Mar. 11 Mar.		
Application Summary	Application Purpose	вп –	
Part 2	Application Purpose	Child Care Service Employee	
Application Payment			
	Applicant Information	EDIT	
	Basic Information		
	Name	Drew Fredericks	
	Date of Birth	01/11/1971	
	SSN	***_**_8870	
	Email Address	frederid@co.lancaster.pa.us	
	Current Address		
	Home Address		
	Address	117 hampden drive	
		mountville Pennsvivania	
		17554 United States	
		Lancaster	
	Certificate Delivery Method	Paper and Electronic	
		Þ	
	Previous Address	FDIT .	
	Hevious Address		
	Household Members	- TICI	
	Parent		
	Name	Bob Fredericks	
	Gender	Male	
	<previous< pre=""></previous<>	ND(7)	

10. Complete the following on the eSignature page. Electronically sign your application by typing your name in the required field and then click "Next".

To complete your application, please tell us if you have receive previous 57 months.	ed a volunteer certification free of charge within the
Have you received a paper or electronic volunteer certification	n free of charge since 12/05/2011? (required)
○ Yes ● No	
Please eSign below by checking the acknowledgement and enter Applicant Information screen.	ing your <b>first and last name</b> exactly as it appears on the
I hereby affirm that the information entered on this applica knowledge and belief and submitted as true and correct ur Crimes Code). I have selected Volunteer Having Contact wit agree to the following: (required)	ation is accurate and complete to the best of my ider penalty of law (Section 4904 of the Pennsylvania h Children as the purpose for my application and I
<ul> <li>I have not received a background certification free of</li> <li>The background certification is necessary to satisfy the 6344(b); and</li> </ul>	charge within the previous 57 months; ne requirements under Chapter 63 subsection
Lunderstand that the certification shall not be valid of	r used for any other purpose, including employment.

11. Select "No" when asked about the Application Payment then click "Waive Application Fee and Submit Application".

> C f	mpass.state.pa.us/CWIS/Clearances/ApplicationPayment?NavAct=Next&NavigatorID=ff0d3292-3ad0-4523-8872-323b058298ef	\$2 <b>11 ×</b>
Settings 🔀 Imported From IE		C Other bookma
pennsylvania PA	PA STATE AGENCIES - PA ONLINE SERVICES -	
pennsylvania child welfare information sc	FREDERID Alerts C FAQ Contact Us C LOG OUT	
	Need Help? Contact the CWIS Support Center at 1-877-343-0494	
Back To My Account	e-Clearance ID: 000001929731 DELITE APPLICATION SAVE APPLICATION	
Part 1 Application Purpose Applicant Information Current Address Previous Address Household Members	Application Payment Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application.	
Part 2	<previous application="" submit=""></previous>	
eSignature Application Payment		
Dennsylvania	Browser Compatibility Security Policy C ten	8 8
	there compares PHRS FORS	0
		1:23 Pl

12. You will then get the following confirmation page.

B Submission Confirmation x	± – ø ×
🗧 🔶 🤁 🐔  Pennsylvania Department of Public Welfare [US] https://www.compass.state.pa.us/CWIS/Clearances/SubmissionConfirmation	☆ 🖬 🕺 =
🔹 Setting: 🗀 Imported From IE	Cther bookmarks
· Need Help? Contact the CWIS Support Center at 1-877-343-0	0494
e-Clearance ID: 000001929731	
Submission Confirmation	_
Success. Your application (e-Clearance ID: 000001929731) has been successfully submitted!	
Next Steps	
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 Abuse 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.	
Now that you have submitted your application, what would you like to do?	-
LOG OUT GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT SUBMIT ANOTHER CLEARANCE APPLICATION	
pennsylvania Browser Compatibility Security Policy	
🟥 🗇 📕 Child Abuse Histor 🧕 👩 Submission Confir 🙀 Child Abuse Histor 🔯 Sent Items - teach 🗹 Clearance Instructi	へ 日 (4)) 🦧 🗊 1:26 PM 9/5/2016

13. You will need to log back into your PA Child Abuse History account and print your clearance when you receive email notification that your application has been processed.

C My PA Child Abuse Histor X	≜ – Ø ×
← → C fi  Pennsylvania Department of Public Welfare [US] https://www.compass.state.pa.us/CWIS/Clearances/ClearanceAccountOverview	☆ 🔟 🕺 ≡
My PA Child Abuse History Clearances CREATE CLEARANCE 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.	- 1
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: 000001929731 & Purpose Volunteer Having Contact with Children Created On 09/05/2016 Updated On 09/05/2016	
e-Clearance ID: 000000122857 &       RESUBMIT         Purpose Child Care Services Employment       Created On 03/16/2015       Updated On 11/21/2015         Your application has been processed. To view the result, click here,       Verified On 04/24/2015	
pennsylvania         Browser Compatibility         Security Policy           DEPARTMENT OF HUMMY SERVICES         ADA Compliancy         Privacy Policy	
🕂 [ ] Child Abuse Histor 😜 🌀 My PA Child Abuse 📲 Child Abuse Histor 📴 Sent Items - teach 🖂 Clearance Instructi	へ 🕞 🕸 🧟 🗟 1:30 PM 9/5/2016

## Completed clearances must be submitted to the LCYIC's Program Coordinator at <u>bhubbard@co.lancaster.pa.us</u>.



Below is an example of a completed clearance: