

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

Effective December 31, 2014

The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below, you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: You will need an email address to create an account.

ELECTRONIC SUBMISSION

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or to the status of your results if the application cannot be processed immediately.

PAPER SUBMISSION

Paper submissions of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who does not have access to the internet. Submit paper applications to:

**ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170**

1. The instructions for completing the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application. Failure to comply with the instructions that are attached to the application will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the application, or the information can be hand-written onto the application.
3. If the information is typed directly onto the application, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed application before closing the document so that the information typed on the application is not lost.
4. If you have trouble accessing the application, you may need to download the latest version of Adobe Reader, which is available free on the internet.

NOTE: ALL information that has been entered directly onto the application will be lost if you close the application prior to printing it (if your computer does not have a licensed version of the Acrobat Adobe software).

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

[CY113 form – English Child Abuse Clearance](#)

[CY113 form – Spanish Child Abuse Clearance](#)

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.