

## Applying for the Pennsylvania Child Abuse Clearance (Childline) - Act 33

### FOR CLERGY AND PAID STAFF

1. Go to <https://www.compass.state.pa.us/cwis/public/home> - This can be completed online.
2. Create Individual Account and get a Keystone ID
3. Continue to do the clearance. Check *“Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child’s welfare or having direct contact with children.”*
4. You will need your Social Security number, email address, phone number, current address, all previous addresses since 1975, and names of all household members with whom you’ve shared a residence since 1975. At least one parent’s name is needed, even if they are deceased.
5. Pay fee of \$8 on credit or debit card.
6. If clearance is approved during the online process, you will be able to see and print your clearance. Use your Keystone ID to return to the site
7. Call the helpline at 1-877-343-0494 if assistance is needed.
8. Check that you want a copy mailed to you. Clearance certification will come in the mail to the person requesting the report – Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church’s records and give the original back to individual.
9. OPTION – If unable to complete the application online, you can print Form CY113, application for PA Child Abuse History Clearance Application, at <http://www.keepkidssafe.pa.gov/> under Resources, click on Forms. Fill it out and mail it in following instructions on the form, including a MONEY ORDER for \$8.

### FOR VOLUNTEERS

1. Got to <https://www.compass.state.pa.us/cwis/public/home> - This can be completed online
2. Create Individual Account and get a Keystone ID
3. Continue to do the clearance. Check *“Volunteer Having contact with Children.”*
4. Volunteer Category is *“Other.”*
5. For Agency Name, put name of your church.
6. You will need your Social Security number, email address, phone number, current address, all previous a dresses since 1975, and names of all household members with whom you’ve shared a residence since 1975. At least one parent’s name is needed, even if they are deceased.
7. Free of charge once every 57 months if volunteer swears or affirms that:
  1. The background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law;
  2. The volunteer has not received a background certification free of charge within the previous 57 months;

3. The volunteer understands that the certification shall not be valid or used for any other purpose.
4. If all of this is correct, then check the box.
8. If clearance is approved during the online process, you will be able to see and print your clearance. Use your Keystone ID to return to the site
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11. OPTION – If unable to complete the application online, you can print Form CY113, application for PA Child Abuse History Clearance Application, at <http://www.keepkidssafe.pa.gov/> under Resources, click on Forms. Fill it out and mail it in following instructions on the form.