

How to Submit a Child Abuse History Certification

- Select “Create Individual Account”:

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

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

- After creating your Keystone ID, you will receive a prompt to check your email for a temporary password. Once you receive the temporary password, return to [login page](#) and select Individual Login:

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- Select “Access My Clearances”:

What Would You Like To Do Today?

Please select which account you would like to access.

- Enter your Keystone ID and temporary password:



Keystone Key

AFSTEST

.....

LOGIN

Self-service for Citizens

- Forgot Password
- Edit Profile

Self-service for Commonwealth Employees

- Change CWOPA Password or Hint Questions

- After setting your permanent password, select Submit:

Set Permanent Password

Alert: Please change your current password before continuing.

• = Required

User ID: AFSTEST

First Name: AFS

Last Name: USA

• Password:

• Confirm Password: _____

To ensure online security, the Commonwealth of Pennsylvania requires passwords that :

- are at least eight characters long.
- contain at least one number.
- contain at least one upper case letter.
- contain at least one lower case letter.
- contain at least one special character, such as @&*%\$^.
- do not include any of your user name, your first name, or your last name.

- Return to the [login page](#) and enter your Keystone ID and permanent password:



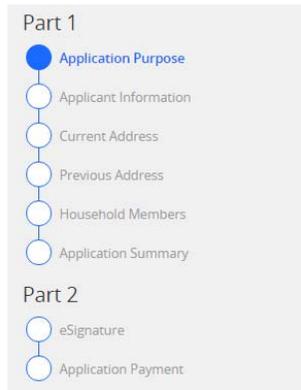
The image shows the Keystone Key login interface. On the left, there is a text input field containing 'LSATEST', a password field with masked characters, and a yellow 'LOGIN' button. On the right, there are two service panels. The top panel, 'Self-service for Citizens', includes 'Forgot Password' and 'Edit Profile'. The bottom panel, 'Self-service for Commonwealth Employees', includes 'Change CWOPA Password or Hint Questions'.

- After accepting Terms and Conditions, select Create Clearance Application:



The image shows a navigation bar with the text 'My PA Child Abuse History Clearances' on the left. On the right, there are two buttons: 'CREATE CLEARANCE APPLICATION' (highlighted with a red box) and 'ADD APPLICATION TO ACCOUNT'.

- Select "Volunteer Having Contact with Children" and then "Other" for the category:



The sidebar shows a vertical list of steps. Under 'Part 1', 'Application Purpose' is selected with a blue circle. Other steps include Applicant Information, Current Address, Previous Address, Household Members, and Application Summary. Under 'Part 2', steps include eSignature and 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 can 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 Clearances at <http://keepkidssafe.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".



The form shows two fields: 'Volunteer Category (required)' with a dropdown menu set to 'Other', and 'Agency Name (required)' with a text input field containing 'AFS-USA'.

• Fill out each section of application:

Please note that while a SSN is not required to submit the clearances, not providing one could delay the processing time.

[Back To My Account](#) e-Clearance ID: **000001347932** [DELETE APPLICATION](#) [SAVE APPLICATION](#)

Part 1

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

Part 2

- eSignature
- 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 <small>(required)</small>	Middle Name	Last Name <small>(required)</small>	Suffix
<input type="text" value="AFS"/>	<input type="text" value="Eg., Scott"/>	<input type="text" value="USA"/>	<input type="text" value="--Select--"/>

Date of Birth <small>(required)</small>	Gender <small>(required)</small>
<input type="text" value="12/17/1986"/>	<input type="text" value="Female"/>

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.

• Under the eSignature section, answer “No”:

eSignature

To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Have you received a paper or electronic volunteer certification free of charge since 05/02/2011 ? (required)

Yes No

Please eSign below by checking the acknowledgement and entering your **first and last name** exactly as it appears on the Applicant Information screen.

- I hereby affirm that the information entered on this application 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). I have selected Volunteer Having Contact with Children as the purpose for my application and I agree to the following: (required)
- 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
 - I understand that the certification shall not be valid or used for any other purpose, including employment.

Signature (required)

[PREVIOUS](#)

[NEXT](#)

· Under the Application Payment section, answer “No” and then select “Waiver Application Fee and Submit Application”:

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. (required) ⓘ

Yes No

As a volunteer applicant, your application fee is waived since you have not obtained a volunteer certification free of charge within the previous 57 months.

◀ PREVIOUS

WAIVE APPLICATION FEE AND SUBMIT APPLICATION ▶

· You will receive an email once your clearance is completed (within 14 business days). Return to the [login page](#), select “Individual Login” then “Access My Clearances” to download your clearance. This should be emailed to cbc@afsusa.org or faxed to 646-937-6050.

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD 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.

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: 000001335570](#) ⓘ

RESUBMIT

Purpose Volunteer Having Contact with Children

Created On 01/28/2016

Updated On 01/28/2016

Your application has been processed. [To view the result, click here.](#)

Verified On 01/28/2016