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.

ACCESS MY CLEARANCES   ACCESS MY REFERRALS

· **Enter your Keystone ID and temporary password:**

PA pennsylvania

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.

SUBMIT   CANCEL

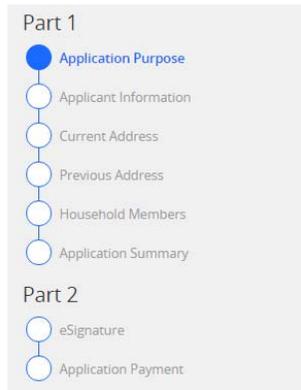· **Return to the** login page **and enter your Keystone ID and permanent password:**

· **After accepting Terms and Conditions, select Create Clearance Application:**

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

· 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 (required)	Middle Name	Last Name (required)	Suffix
AFS	Eg., Scott	USA	--Select--

Date of Birth (required)	Gender (required)
12/17/1986	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.

[RESUBMIT]

e-Clearance ID: 000001335570 ✂
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**