

Child Abuse Clearance - Candidate Experience Step by Step Guide

You will receive an email from First Advantage containing instructions to log into Compass and complete your Child Abuse Clearance application with the subject line "Urgent Request for Your Information - Your Penn State Background Screening." This email will include a pre-paid clearance code that you should use so you do not have to pay out of pocket. The email will look like the below example:

Example (The highlighted sections will be specific to you):

Order Number: XXXXXXXXX

Your profile link: <https://enterprise.fadv.com/pub/l/link?key=XXXXXXXX>

Hello XXXX,

First Advantage is conducting your background screening on behalf of THE PENNSYLVANIA STATE UNIVERS and we need your help today to complete the screening process.

We need Your Help

The detailed process for you to follow for the State of Pennsylvania's Child Abuse Clearance is below.

Your Pre Paid Registration Code for Pennsylvania Child Abuse Clearance is XXXXXXXXXXXX.

Please follow the below directions in order to continue processing this search:

1. Log on to <https://www.compass.state.pa.us/CWIS>
 - a. Select Create a New Account
 - b. Register for a citizen account and obtain a Keystone ID
2. Return to <https://www.compass.state.pa.us/CWIS>
 - a. Select LogIN
 - b. Select ACCESS MY CLEARANCES
 - c. Submit Clearance request using the prepaid registration code of XXXXXXXXXXXX.
3. Access this <https://enterprise.fadv.com/pub/l/link?key=XXXXXXXX> and provide **E-Clearance ID con irmation number**. If you are unable to access this link, you may email Clientservices.request@fadv.com or fax the information to the number below. This link expires on **XXXXX, 2021 XX:00 PM EST**.

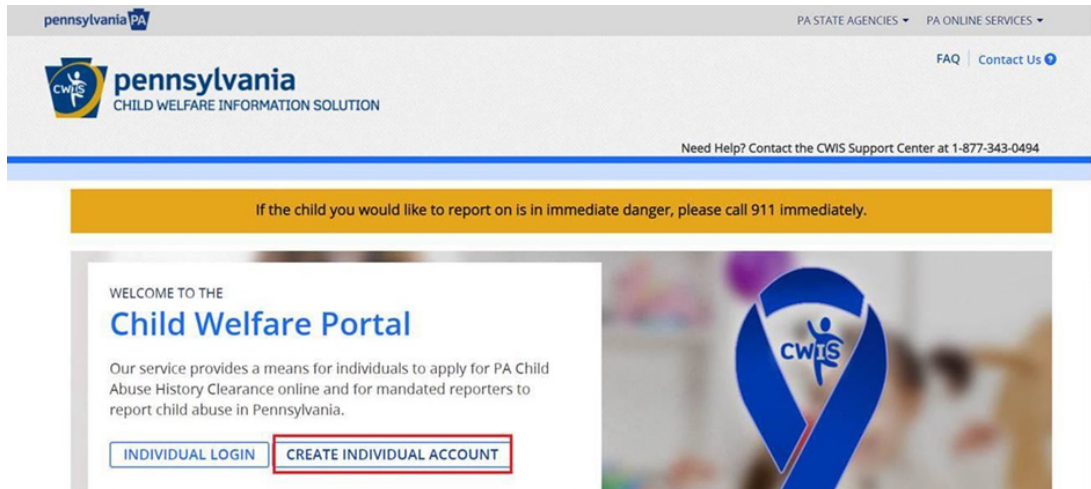
To expedite handling and avoid delays, please follow this process within **48 hours** of request.

Sincerely,
First Advantage

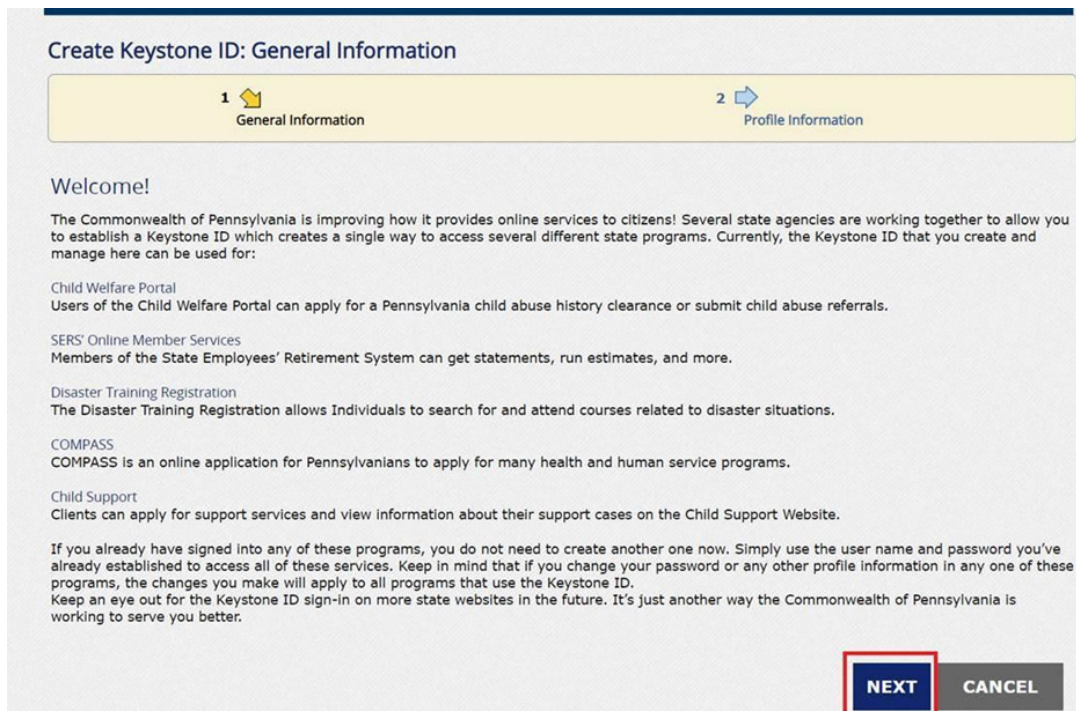
Please do not attempt to reply to this automated notification. For direct service, please follow the detailed instructions above. Thank you.

Once you click on the link that directs you to the PA Child Welfare Portal (Compass site) (<https://www.compass.state.pa.us/CWIS>), you will create an account. The steps for this are as follows:

1. Click "Create Individual Account."



2. Click "Next."



3. Fill in the blanks and click "Finish."

To create a new Keystone ID, please provide the following information:

- Keystone ID (must be 6 to 64 characters)
- First Name
- Last Name
- Date Of Birth (MM/DD/YYYY)
- E-mail
- Confirm E-mail

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.
[Security Question Tips](#)
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Avoid using special characters (\$#@%) and punctuation (!, -, .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

- Security Question 1
- Answer
- Security Question 2
- Answer
- Security Question 3
- Answer

For security reasons, please answer the following question.

Question

- Answer

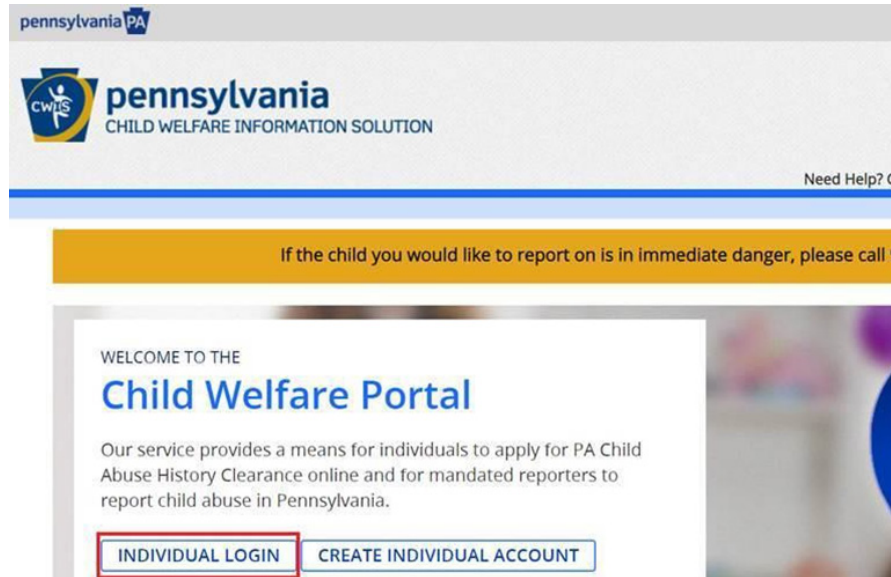
A temporary password is then emailed to the candidate.



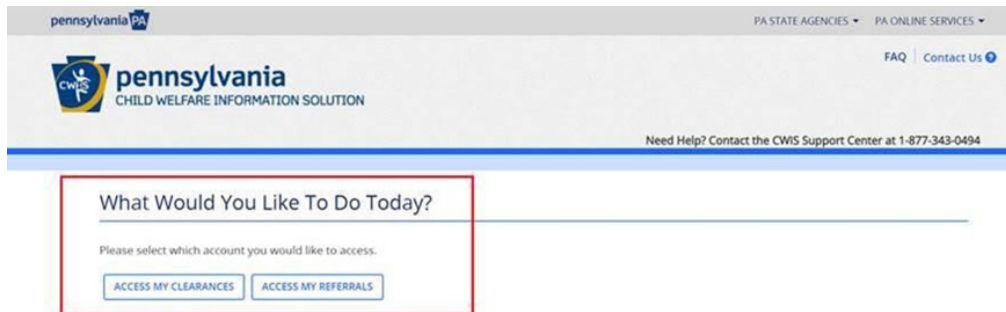
Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.
Please close this browser window and login to your application.


4. You have just created your account. Next, you will receive 2 emails. One will contain your user ID and another will contain your temporary password. Go back to the main page of the site and log in using these credentials.



5. Once you log in, click on "Access My Clearances."



6. Read the disclosure, then hit "continue" at the bottom.

 CHILD WELFARE INFORMATION SOLUTION

[Need Help? Contact the CWIS Support Center at 1-877-343-0494](#)

Learn More

ABOUT THIS WEBSITE

This secure website is provided for individuals who want to have their **Pennsylvania Child Abuse History Clearance** processed online. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.

DISCLOSURE OF PERSONAL INFORMATION

Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

Social Security Number Disclosure

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.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

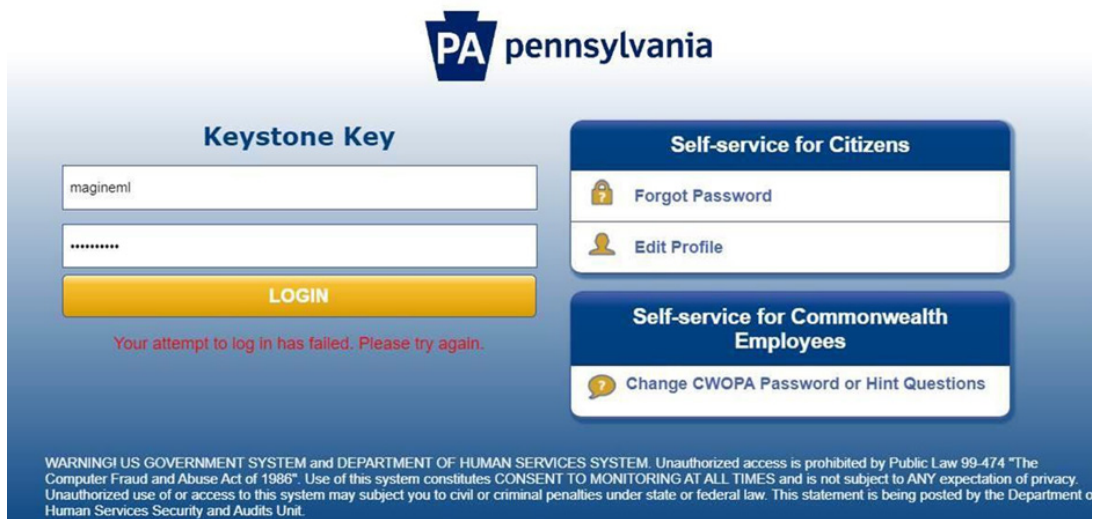
If your web browser prompts you to accept a security certificate, you must accept it to proceed.

WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES.
Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

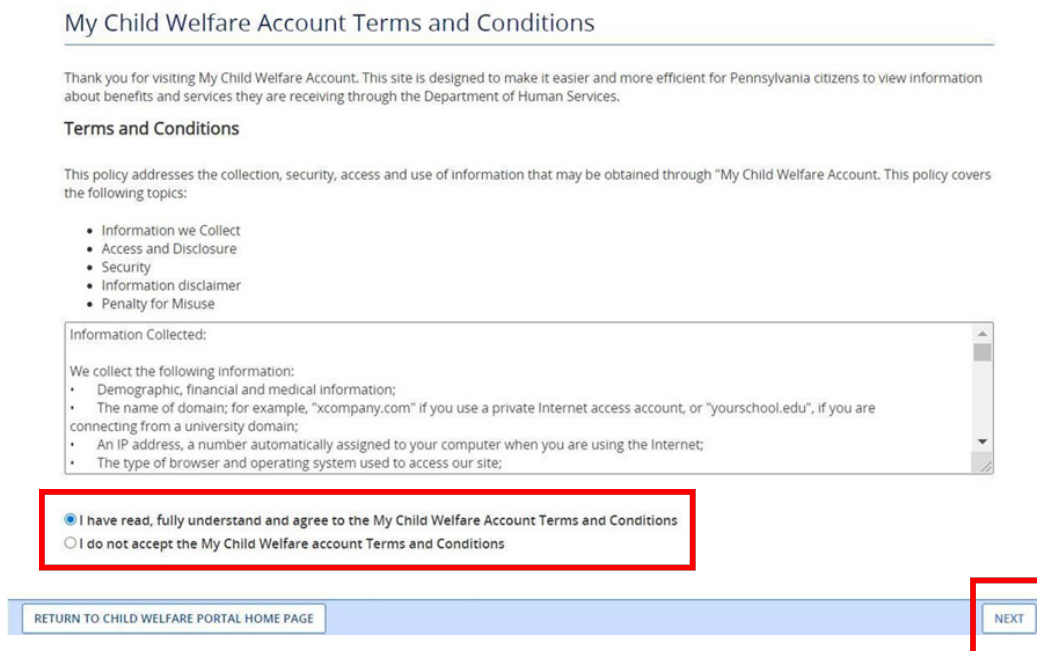
[CONTINUE >](#)

7. You should now be at the login page. Enter your login credentials.



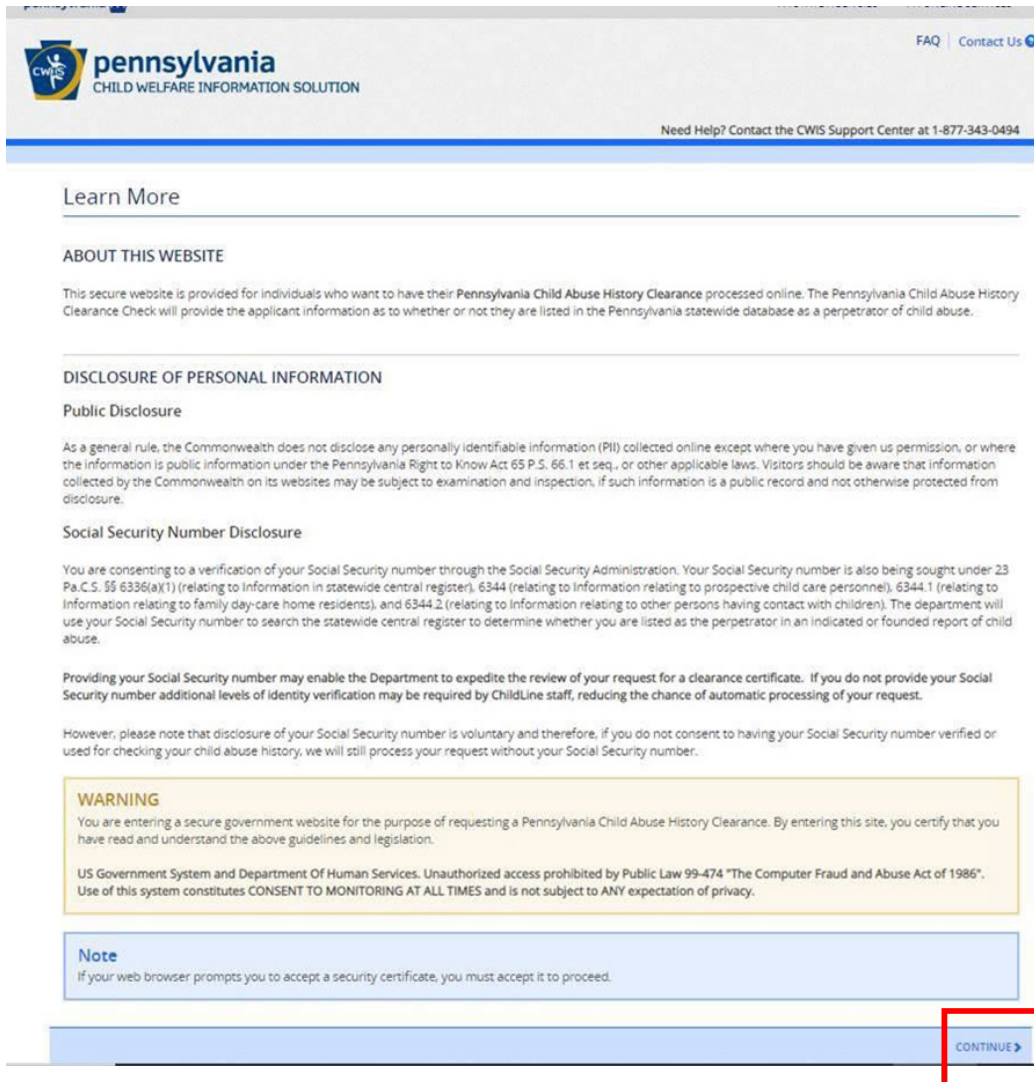
The image shows the Pennsylvania Keystone Key login page. At the top, there is the Pennsylvania state logo and the text "pennsylvania". Below this, the "Keystone Key" section contains a username field with "magineml", a password field with masked characters, and a yellow "LOGIN" button. A red error message below the password field reads: "Your attempt to log in has failed. Please try again." To the right, there are two service boxes: "Self-service for Citizens" with "Forgot Password" and "Edit Profile" options, and "Self-service for Commonwealth Employees" with a "Change CWOPA Password or Hint Questions" option. At the bottom, a warning notice states: "WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 'The Computer Fraud and Abuse Act of 1986'. Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit."

8. You will next be directed to change your password and redirected to the login screen again to login with the new password. Once logged in, there's a Terms and Conditions page, click "next" at the bottom right.



The image shows the "My Child Welfare Account Terms and Conditions" page. The title is "My Child Welfare Account Terms and Conditions". Below the title, there is a paragraph: "Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Human Services." The "Terms and Conditions" section lists the following topics: Information we Collect, Access and Disclosure, Security, Information disclaimer, and Penalty for Misuse. A scrollable box titled "Information Collected:" contains the following text: "We collect the following information: Demographic, financial and medical information; The name of domain; for example, 'xcompany.com' if you use a private Internet access account, or 'yourschool.edu', if you are connecting from a university domain; An IP address, a number automatically assigned to your computer when you are using the Internet; The type of browser and operating system used to access our site;". Below this, there are two radio button options: "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions" (which is selected and highlighted with a red box) and "I do not accept the My Child Welfare account Terms and Conditions". At the bottom, there is a blue navigation bar with a "RETURN TO CHILD WELFARE PORTAL HOME PAGE" button on the left and a "NEXT" button on the right (highlighted with a red box).

9. Review the next disclosure and click "Continue."



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CHILD WELFARE INFORMATION SOLUTION

FAQ | Contact Us

Need Help? Contact the CWIS Support Center at 1-877-343-0494

Learn More

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However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

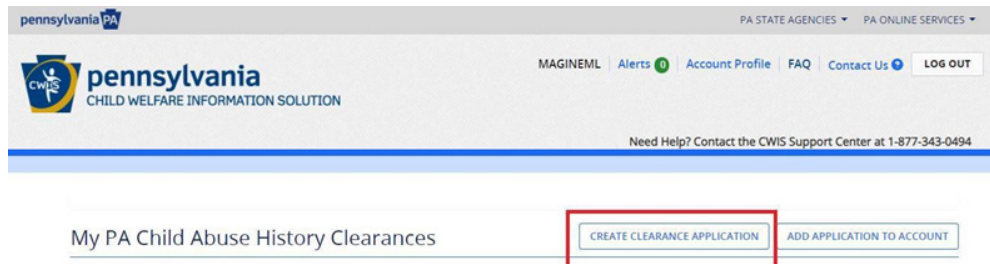
WARNING
You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

US Government System and Department Of Human Services. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

Note
If your web browser prompts you to accept a security certificate, you must accept it to proceed.

CONTINUE

10. Click on the option to create clearance application.



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PA STATE AGENCIES | PA ONLINE SERVICES

MAGINEML | Alerts | Account Profile | FAQ | Contact Us | LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION | ADD APPLICATION TO ACCOUNT

11. After clicking the above option, you will be redirected to the following page where you will click “begin” in the bottom right corner.


Need Help? Contact the CWIS Support Center at 1-877-343-0494

Getting Started

What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment.

You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by [clicking here](#) 

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 Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months.

Information You Will Need


Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

Volunteer Applicants

As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months.

Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's [Privacy Policy](#)  Additionally more information is provided in the [Rights and Responsibilities](#).

If you have any questions about your application, please refer to the [Frequently Asked Questions](#) page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

◀ PREVIOUS

BEGIN ▶

12. You will now be asked to provide an application purpose. Select "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."

NOTE: *This is the only option that will be accepted for employment at Penn State, so please select carefully.*

Then, click "next" in the bottom right corner.

You will be able to find your e-clearance ID at the top of your application. Please provide us with this ID after you complete steps 12 through 19!

[Back To My Account](#)
e-Clearance ID: 000005409335

Part 1

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

Part 2

- eSignature
- 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.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.
- School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.
- 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: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
 - A youth camp or program;
 - A recreational camp or program;
 - A sports or athletic program;
 - A community or social outreach program;
 - An enrichment or educational program; and
 - A troop, club or similar organization
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.
- Individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year.
- Individual 18 years or older, excluding individuals receiving services, who resides in one of the following homes for at least 30 days in a calendar year:
 - Family living home
 - Community home for individuals with an intellectual disability
 - Host home for children
- PA Department of Human Services Employment and Training Program Participant: Applying for the purpose of participating in a PA Department of Human Service Employment and Training Program through a county assistance office (CAO) or the Office of Income Maintenance (OIM).


NEXT

Please select this as the purpose for your clearance.



13. Next you will be directed to the Applicant Information Section. Complete all fields as requested. Click "Next" at the bottom of the screen when finished.

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 **pennsylvania**
CHILD WELFARE INFORMATION SOLUTION

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Need Help? Contact the CWIS Support Center at 1-877-343-0494

Back To My Account

e-Clearance ID: 000005409335 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="Monique"/>	<input type="text" value="Eg., Scott"/>	<input type="text" value="Maginel"/>	<input type="text" value="--Select--"/>

Date of Birth <small>(required)</small>	Gender <small>(required)</small>
<input type="text" value="08/08/1988"/>	<input type="text" value="--Select--"/>

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.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

Would you like to provide a Social Security Number (SSN)?

Yes No

SSN

The email address below will be used for all emails regarding the submission and status of your application. If you would like to use a different email address, return to your PA Child Abuse History Clearance Account and click the Account Profile link provided at the top of the screen. This application will be available for you to continue from your account after your email has been updated. Click here to return to your PA Child Abuse History Clearance Account to update your email address..

Email Address

Do you have any previous names or nicknames that you have used in the past or that you may be known by? (required)

Yes No



Contact Information

[+](#) ADD CONTACT NUMBER

	Phone Type	Phone Number	Extension
--	------------	--------------	-----------

EDIT DELETE

[←](#) PREVIOUS

NEXT [→](#)

Email Address

monique.justice@fadv.com

Do you have any previous names or nicknames that you have used in the past or that you may be known by? (required)



Yes No

Previous Names/Nicknames

Please enter any nicknames or previous names that you have used or may have been known by.

[+](#) ADD PREVIOUS NAMES/NICKNAMES

	First Name	Middle Name	Last Name	Suffix
<input checked="" type="radio"/>	Monique		Justice	

EDIT DELETE

Contact Information

[+](#) ADD CONTACT NUMBER

	Phone Type	Phone Number	Extension
--	------------	--------------	-----------

14. After you click “Next,” you will be directed to the Current Address section. Click “Next” at the bottom of the screen when finished:

Need Help? Contact the CWIS Support Center at 1-877-343-0494

Back To My Account e-Clearance ID: 000005409335 DELETE APPLICATION SAVE APPLICATION

Part 1

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

Part 2

- eSignature
- Application Payment

Current Address

Please enter your home and mailing address information on this page, and indicate your preferred certificate delivery method below.

Please keep a copy of this e-Clearance ID for future reference.

Home Address

Country (required)
United States

Address Line 1 (required) **Address Line 2**
310 Morris St Eg., Apartment 101

City (required) **State** (required) **Zip Code** (required) **County**
Joliet Illinois 60436 --Select--

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

Attention
We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.

Is your mailing address the same as your home address? (required) ?

Yes No

Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

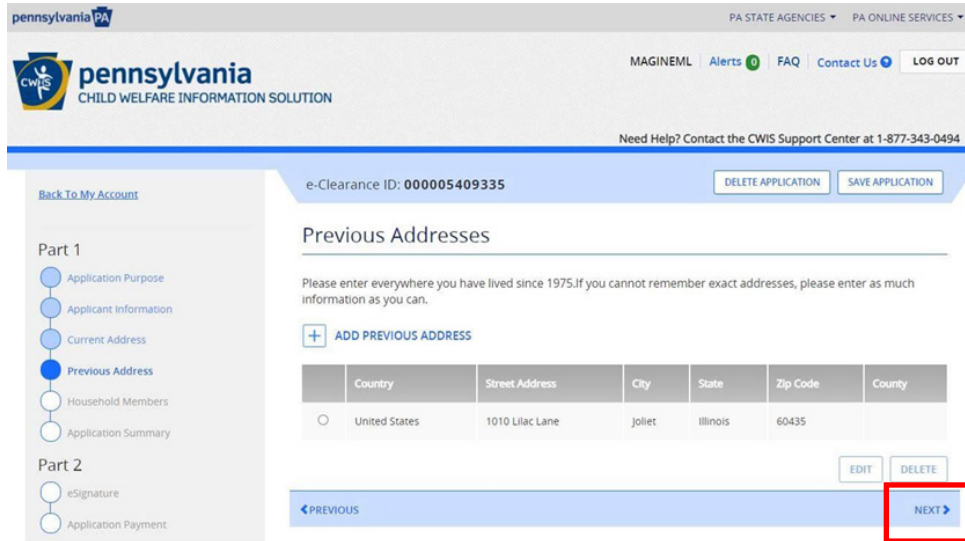
Note
The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? (required)

Yes No

Important
You will continue to receive application updates and your certificate online, regardless of your answer.

15. You will be directed next to the Previous Address section. Complete as requested. Click "Next" at the bottom of the screen when finished.



Back To My Account

Part 1

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

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000005409335

DELETE APPLICATION SAVE APPLICATION

Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

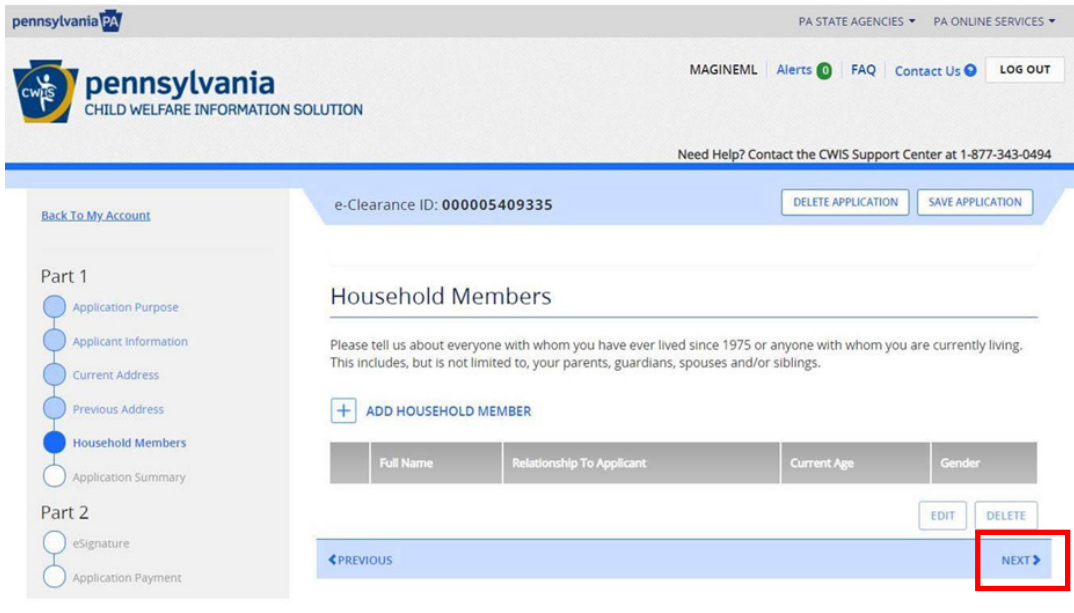
+ ADD PREVIOUS ADDRESS

	Country	Street Address	City	State	Zip Code	County
<input type="radio"/>	United States	1010 Lilac Lane	Joliet	Illinois	60435	

EDIT DELETE

PREVIOUS **NEXT**

16. The next section to complete is Household Members. Click "Next" at the bottom of the screen when finished.



Back To My Account

Part 1

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

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000005409335

DELETE APPLICATION SAVE APPLICATION

Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

+ ADD HOUSEHOLD MEMBER

	Full Name	Relationship To Applicant	Current Age	Gender
--	-----------	---------------------------	-------------	--------

EDIT DELETE

PREVIOUS **NEXT**



17. Next section is the Application Summary. Complete as requested. Click "Next" at the bottom of the screen when finished.

[Back To My Account](#)
e-Clearance ID: **000005409335**

DELETE APPLICATION
SAVE APPLICATION

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

COLLAPSE ALL

Application Purpose
EDIT
[-]

Application Purpose	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
---------------------	---

Applicant Information
EDIT
[-]

Basic Information

Name	Monique Maginel
Date of Birth	08/08/1988
Gender	Female

Email Address	monique.justice@fadv.com
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Previous Names/Nicknames

Previous Name 1	Monique Justice
-----------------	-----------------

Current Address
EDIT
[-]

Home Address

Address	310 Morris St Joliet Illinois 60436 United States
---------	---

Certificate Delivery Method

Notification Preference	Electronic
-------------------------	------------

Previous Address
EDIT
[-]

Previous Address 1	1010 Lilac Lane Joliet Illinois 60435 United States
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Household Members

EDIT

Parent

Name	Marley Maginel
Current Age	12
Gender	Female

PREVIOUS NEXT

18. The next section is the e-Signature page. Complete as requested. Click "Next" at the bottom of the screen when finished.

Back To My Account

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DELETE APPLICATION SAVE APPLICATION

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- eSignature**
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eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

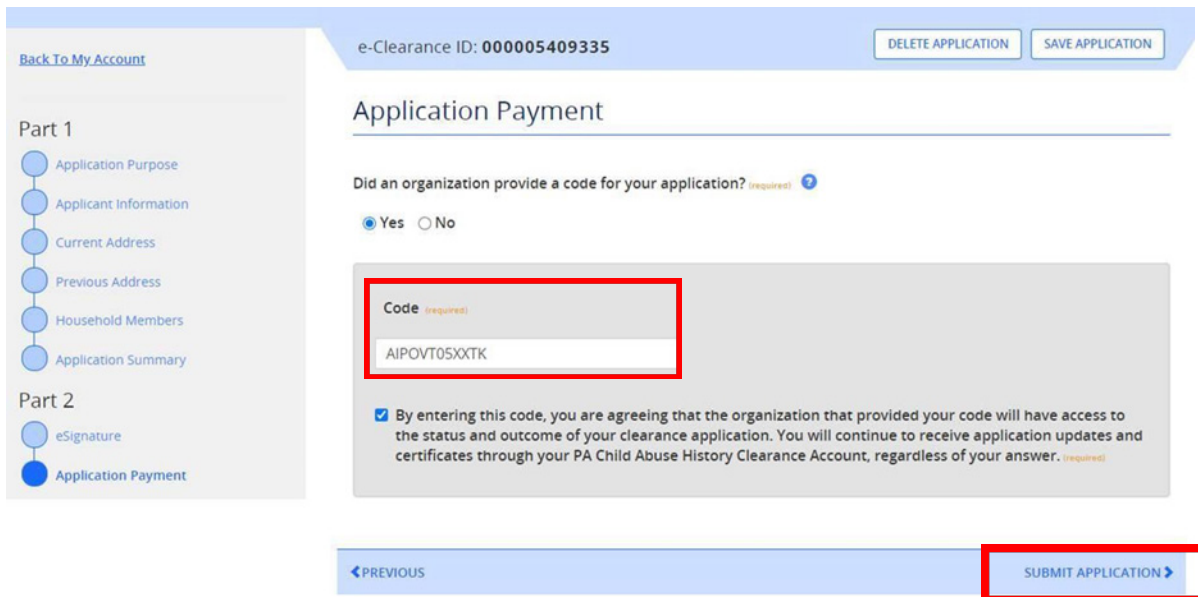
I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). (required)

Signature (required)

Monique Maginel

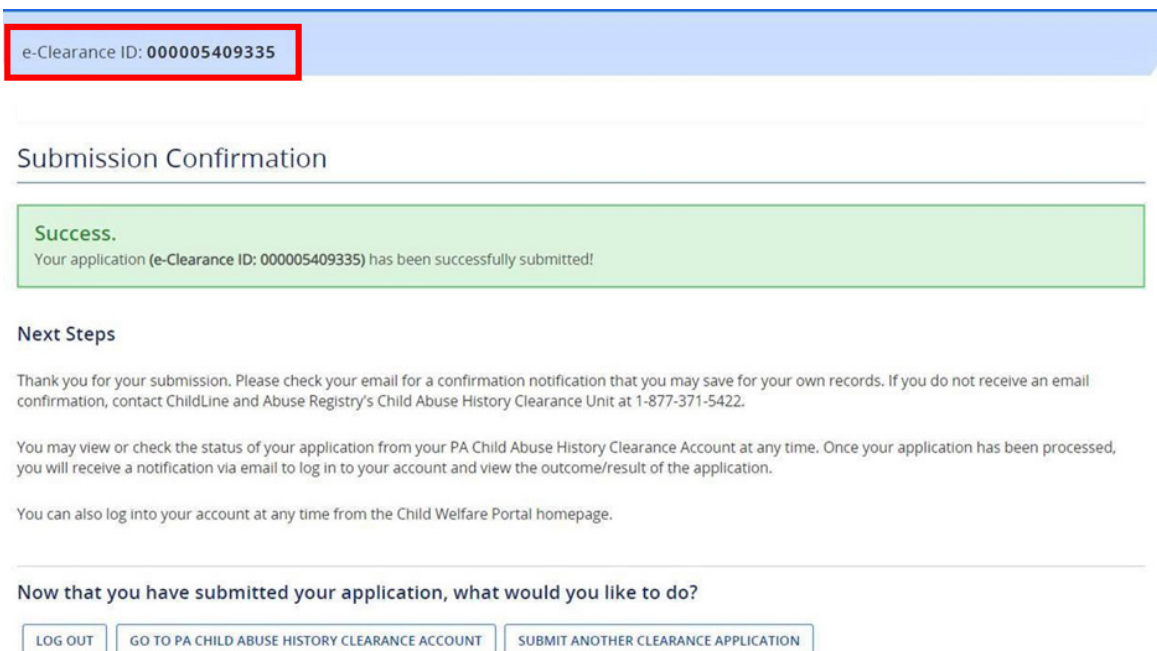
PREVIOUS NEXT

19. The final section is the Application Payment section. This is where you will enter your pre-paid code from your email.



The screenshot shows the 'Application Payment' section of the e-Clearance system. At the top, the e-Clearance ID is 000005409335. There are buttons for 'DELETE APPLICATION' and 'SAVE APPLICATION'. The main heading is 'Application Payment'. Below this, a question asks 'Did an organization provide a code for your application?' with 'Yes' selected. A text input field contains the code 'AIPOVT05XXTK'. A checkbox is checked, indicating agreement to the terms. At the bottom, there are 'PREVIOUS' and 'SUBMIT APPLICATION' buttons.

20. Once the clearance code is entered, click "Submit Application" at the bottom of the screen. You will then be directed to the Submission Confirmation page. Please note your e-Clearance ID and follow the instructions in step 3 from the email you received earlier (see below).



The screenshot shows the 'Submission Confirmation' page. At the top, the e-Clearance ID 000005409335 is displayed. The main heading is 'Submission Confirmation'. A green box contains the message: 'Success. Your application (e-Clearance ID: 000005409335) has been successfully submitted!'. Below this, the 'Next Steps' section provides instructions: '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.' At the bottom, a question asks 'Now that you have submitted your application, what would you like to do?' with three buttons: 'LOG OUT', 'GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT', and 'SUBMIT ANOTHER CLEARANCE APPLICATION'.

Step 3 from email.

Please follow the below directions in order to continue processing this search:

1. Log on to <https://www.compass.state.pa.us/CWIS>
 - a. Select **Create a New Account**
 - b. **Register** for a citizen account and obtain a Keystone ID
2. Return to <https://www.compass.state.pa.us/CWIS>
 - a. Select **LogIN**
 - b. Select **ACCESS MY CLEARANCES**
 - c. Submit Clearance request using the prepaid registration code of **XXXXXXXXXX**.
3. Access this <https://enterprise.fadv.com/pub/l/link?key=XXXXXXXXXX> and provide E-Clearance ID confirmation number. If you are unable to access this link you may email Clientservices.request@fadv.com or fax the information to the number below. This link expires on **XXXXX, 2021 XX:00 PM EST**.

To expedite handling and avoid delays, please follow this process within **48 hours** of request.

21. Results are then posted on the Compass site (the state has up to 14 business days to process).