

## Directions for Obtaining Child Abuse Records Online:

The Pennsylvania child Abuse History Clearance application can now be submitted online. To do so, complete the following steps:

1. Visit the Child Abuse History Clearance website, at :  
<https://www.compass.state.pa.us/CWIS>
2. Once you enter that link, you will be directed to the Child Welfare Portal, where you must create an account. Note: You will need an email address to create an account.
3. In creating this account, you have to answer a series of security questions, and will be given a temporary password. After you leave the website, and obtain your password on your email address, you should revisit the website, and pick a new password.
4. You will be expected to pay, by credit or debit, the processing fee.
5. If you type information directly onto the application online, you must print out the completed application before closing the document, so that the information typed on the application will not be lost. You must do that because the information may not be able to be saved on your computer unless that computer has a licensed version of the acrobat adobe software.
6. Creating an account online will give you immediate access to your results, or the status of your results if your results cannot be processed immediately. As a result, once your 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, within 14 days from the date that the application is received in the Childline Verification Unit. These will no longer be on the yellow paper you are used to seeing. They will now be on white paper.
7. If you do not wish to obtain this clearance online, you may still submit by U.S. Postal, using the forms, as you have done in the past.