

Pennsylvania Child Abuse History Clearance Form (CY-113)

The Pennsylvania Child Abuse History Clearance can be completed through online submission OR by mailing in a paper application. *Online submission is a much quicker process and is highly recommended, when possible.*

Directions for on-line submission (you will be required to pay the \$10 fee by credit card):

Go to: <https://www.compass.state.pa.us/cwis/public/home>

Select "Create New Account"

Select "Next" at the bottom right of the page

Complete the Keystone ID Registration

Check your e-mail for Keystone ID and password confirmation (2 separate e-mails)

Return to: <https://www.compass.state.pa.us/cwis/public/home>

Select "LOGIN"

Select "Access My Clearances"

Scroll to the bottom and select "Continue"

Use your Keystone ID and temporary password to login.

Upon initial login, you will be required to change your password.

Return to: <https://www.compass.state.pa.us/cwis/public/home>

Login using Keystone ID and new password.

Review and Accept "Terms and Conditions" and select "Next"

Select "Continue" at the bottom right of the page.

Select "Create Clearance Application"

Select "Begin" at the bottom right of the page.

Application Purpose: Select "Volunteer" or "Regular Contact with Child"

Complete application information screens and select "Next" at bottom right of each page.

Review Application Summary and select "Next"

Certify application and provide e-signature (first and last name only, no middle names or suffixes).

Enter credit card payment information for \$10.00 and select "Pay Now"

Select "Finalize and Submit Application"

You will see an "Application Confirmation" screen

You will receive an e-mail confirming successful submission of your application.

Notification of clearance results will be e-mailed to you within 14 days, or you may log in at any time to check the status of your application: <https://www.compass.state.pa.us/cwis/public/home>