**PA Child Abuse Clearance:** <https://www.compass.state.pa.us/CWIS>

For your PA Child Abuse History Clearance, you have 3 options: Mailing your application (wait time for the results is approx. 4 weeks), driving to the Child Abuse Background Check site (wait time is approx. 15 minutes), **OR** complete online process). Costs $10.00.

* **Mailing Option:** Fill out the form for the PA Child Abuse History Clearance. Include a $10.00 money order (that can be purchased at a location such as Giant or Turkey Hill). Cash or personal checks are not accepted.
* **Driving Option:** Driving directly to the Child Abuse Background Check site. The building is in Harrisburg (less than an hour drive). Take completed Child Abuse form, your photo ID, and $10.00 money order (that can be purchased at a location such as Giant or Turkey Hill) with you. Cash or personal checks are not accepted. See driving directions below.
* **Online application:** <https://www.compass.state.pa.us/CWIS> Step by step directions are provided below if needed.

Driving directions to the Child Background Building:

* Route 283 W to 283N to 83 N
* 83 N to 81 S
* Take Exit 69 Progress Avenue and bear right to go South on Progress Avenue
* At 4th light, make a right onto Elmerton Avenue (CVS is on the right)
* Continue on Elmerton Avenue, at 4th light make a left onto Sycamore Drive
* Continue on Sycamore drive until you get to a BIG speed bump
* After the speed bump you will see a big, red brick building on the right.  Parking lot is on the left. You can park anywhere in the lot.
* Walk across Sycamore to the brick building (53 Hillcrest).
* Inside the entrance there is a phone on the wall. You want the phone number that is for the Child Background Check.

 They are open 8:30 am – 11:45 am and 1 pm – 4:45 pm Mondays thru Fridays.

**Mailing or driving option:**

<http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf>



Complete the information in Section 1

Purpose of Clearance: Unless an agency told you to check something else, check “Employment with significant likelihood of regular contact with children”

Effective December 31st, 2014: Copies of PA Criminal History Background Check or FBI clearances are no longer required to submit child clearances.

Do not forget to sign and date the bottom of the form.

PA Child Abuse History Clearance Directions (Online)

As of July 2015, **volunteers** can obtain their **PA** **Childline Clearance** free of charge. Volunteer clearances **cannot** be used to satisfy requirements for employment or education student field placements. If you are unsure whether you need a paid clearance or a volunteer clearance, please ask your agency. The cost of a non-volunteer clearance is $8 as of February 2018.

If you have any questions during this process, please contact Sharon Sherick at shericks@etown.edu or visit the CCCE. 





**When you get to page titled Application Purpose:**

For a volunteer clearance, click “Volunteer…”, select “Other” in dropdown box and type name of agency (if agency is unknown, type “Elizabethtown College”)

For a paid clearance (employment), select which category best fits your needs (you may want to check with your organization to see which category is best).



Continue through the remaining sections, making sure that all of your information is correct as you go. Click “Next” at the bottom of each page.

After completing the clearance application, an email will be sent saying that your clearance is being processed. Once your results are ready, you will get another email with a link to access your clearance.