

ACT 33 CHILD ABUSE HISTORY CLEARANCE

Log on to:

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms>

1. Print and fill out the CY113 form – English Child Abuse Clearance or submit your application online through the Child Welfare Portal.
2. Select “An individual seeking to provide child-care services under contract with a child care facility or program” as your reason to apply.
3. If you are submitting the application through the mail, send the completed form along with an \$8 money order made out to the Pennsylvania Department of Human Services.
4. Send in a copy of your receipt (money order and/or application) so we can see you have started the process. A receipt is good for the first 30 days of employment until you receive the verification in the mail.
5. Send in a copy of the actual clearance paperwork as soon as you receive it in the mail. If you applied online, you may print the clearance certificate directly from the website.
6. **We must have a copy of the actual clearance within 30 days.** Your receipt is only valid for 30 days. If you have not received the clearance within 30 days, please call the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422 to check on the status.

FBI CHILD CLEARANCE

Log on to:

https://www.pa.cogentid.com/index_dpwNew.htm

1. Make sure you applying through the **PA Department of Human Services** (not the Department of Education, Department of Aging, etc.).
2. Under registration select “Register Online.”
3. Fill out the application and select “Employment with a significant likelihood of regular contact with children” as your reason to apply.
4. After filling out the registration you will PRINT your receipt and take it to one of the fingerprinting locations listed on the website.
5. Send in a copy of your receipt so we can see you have started the process. This is good for the first 30 days of employment until you receive the verification in the mail.
6. **GET YOUR FINGERPRINTS IMMEDIATELY** following registration and mail as instructed and within 4 weeks you will receive the background check in the mail.
7. Send in a copy of the actual clearance paperwork as soon as you receive it in the mail.
8. **We must have a copy of the actual clearance within 30 days.** Your receipt is only valid for 30 days. If you have not received the clearance within 30 days, please call the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422 to check on the status.