PA Child Abuse Clearance: How to obtain your clearance

The Pennsylvania Child Abuse History clearance can be submitted and paid for online using the self-service portal. Submitting an application online allows individuals to receive their results through an automated system that will notify you once your results have been processed. Applicants will be able to view and print their results online.

Cost: Free
Clearance renewal: this clearance will need to be renewed every underline five years

Follow the steps below to complete the child abuse history certification application:

- Step one: Pennsylvania Child Abuse History Clearance (ctrl + click to follow link)
- Step two: Create Individual Account
  - Click on "**create individual account**"
  - Read "**create Keystone ID: general information**" and then click "**next**"
  - Create a new Keystone ID by following the prompts, then click "**finish**"
- Step three: The e-mail address you entered when creating your keystone ID will be sent an e-mail with your temporary password. Copy the password from the e-mail and return to the child welfare portal (use link in step one).

  - On the child welfare portal, using the keystone ID you created and temporary password obtained in your e-mail, click on "**individual login**" and select "**access my clearances**" then "**continue**".
  - After your login with your temporary password, you will be prompted to change your password. Create a new password and click "**submit**".
  - You will automatically be logged out and redirected to enter your "**Keystone Key**" login. This will be your keystone ID and updated password.
- Step four: Create Clearance Application
  - Click on "**create clearance application**"
  - Complete required fields as directed

As you complete the application, here are a few tips:

- Purpose of Certification
  - school employee governed by the Public-School Code
- Payment Authorization Code
  - You will not be provided with an authorization code by your organization/agency
- Consent/Release of Information
  - YSSD does NOT need to be sent a copy of your results. Employees are responsible to provide their results to YSSD
- Prepare to be asked for the following information:

![York Suburban SCHOOL DISTRICT]

- o Demographic information (name, social, gender, date of birth, age, address, contact information)
- o Previous names used since 1975 (maiden names, nicknames, aliases, and also known as names)
- o Previous addresses since 1975- if you cannot remember the exact mailing addresses, filling in as much information as possible is acceptable
- o House members- include anyone who has lived with you since 1975 (parents, guardians, siblings, children, spouse, friends, etc). If left blank, your application will be rejected.
  - ▪ Do your best to answer relationship, age and gender
- o Once submitted, the clearance may take up to 7-14 days to result. However, it can result in a few hours or less than 7 days. Employees are encouraged to monitor their e-mails.
- You will receive an e-mail once your child abuse clearance has resulted. You will be required to log back in, using your Keystone ID & password. You can screen shot, right click to save as or print the clearance. YSSD cannot log into your account to obtain your clearance. Employees are responsible for submitting clearances to their employer.