

Directions for Child Safety Clearances In Pennsylvania Required by the League of Women Voters Greater Pittsburgh

The League of Women Voters of Greater Pittsburgh (LWVPGH), in compliance with The Child Protective Services Law, requires **volunteers** whose primary interaction is with students under the age of 18 **to have their Child Abuse Clearances**. This includes, but is not limited to, volunteers with the civic education program, Biz Town and any other LWVPGH sanctioned program taking place in a school or student based environment, excepting college and universities.

The PA Child Abuse History Clearance and the Pennsylvania State Police Criminal History Clearance **is all that is required by LWVPGH**. These two clearances are free of charge and offer a quick turnaround to completion. Once received, the Volunteer keeps the original and sends a copy to whomever the LWVPGH program director designates. The responsibility of remaining current with clearances is the responsibility of the Volunteer. Clearances are valid from 60 months from the date of the oldest clearance.

The Clearance website is run via the Pennsylvania Department of Human Services and is easily accessed via the link:

- <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

PA Child Abuse Clearance: The last pages of the Child Abuse Clearance form has comprehensive instructions on how to complete the form.

- If using link above, click on “**Child Abuse Clearance**”
- Under “How to Submit...”, click on “**Child Welfare Information Solution**”--Portal
- Click on either “Individual Log in” (if you have done this before) or “Create Individual Account”
- On first page of text, read and click “Continue”. Complete Individual Account “**Keystone ID**” form
- Complete Child Abuse Clearance form—Under “Purpose of Certification”, click on “**Volunteer having direct contact with children**” and in line that shows “Other”—type in “**League of Women Voters of Greater Pittsburgh**”. *Send e-copy to info@lwvpgh.org**.

PA State Police Clearance:

- *After completing the form, you need to record the “Control Number” and date you completed the application. You can **search** for your completed clearance by entering **the control number and date of application in the fields provided**.*
- On the screen that shows you completed the form, click on “**Certification Form**”, **download and send an e-copy to info@lwvpgh.org**. *Could also take a photo and send that electronically. Or send a paper copy to our League office at CIC, 436 Seventh Ave., Suite 350, Pgh., PA 15219.

- [Pennsylvania Child Abuse History Clearance](#)
- [Pennsylvania State Police Criminal History Clearance](#)
- [Federal Bureau of Investigations \(FBI\) Criminal History Clearance](#) -only required if volunteering at Pittsburgh Public Schools- waiver is available. Contact <mailto:moorej1787@gmail.com>.

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