Pennsylvania Central Registry Instructions

Step 1: Submit Background Check Request

- Ensure an Out-of-State (OOS) background check request has been submitted via the provider portal for residency in Pennsylvania within the previous 5 years.
- Include the individual's personal email address on the background check request.

Step 2: Create Individual Account

- Applicant should access the following link to create an individual account: Pennsylvania Child Welfare Information Solution

Step 3: Payment Code Generation

- The Office of Licensing and Accreditation (OLA) will generate a payment code once the individual account is created.

Step 4: Payment Code Notification

- The payment code will be emailed to the individual's personal email address and to the program.

Step 5: Complete Pennsylvania Background Request

- Once the payment code is received, the individual should:
    - Log into their account:
      Pennsylvania Child Welfare Information Solution
    - Select the "Individual Login" tab.
    - Complete the remaining background request using the payment code.

Step 6: Results Notification

- After results are received, OLA will obtain the results and provide notification to the program via the provider portal.
