



## PA CHILD ABUSE HISTORY CLEARANCE “ONLINE”

<https://www.compass.state.pa.us/cwis/public/home>

(Mail-in form may be obtained from the Parish Office)

- Note: This is FREE for Volunteers.
- If registering for the first time, Click “Create Individual Account”. Read General Info page and click “Next”. Complete the Profile Information Page. Click ‘Finish”. Write down the Keystone ID you have created.
- Two emails will be sent. One to confirm your Keystone ID and another with your temporary password. Close the temporary password browser from the website when prompted.
- You will need to re-enter the initial webpage. Click “login”. Enter the Keystone ID you created as your username and the temporary password. Click “login”. (If needed) Follow the prompts at the bottom of following pages until you get to the “Set Permanent Password” page. Complete password info. Take note of the requirements needed to create your new password. Click Submit.
- If your new password is accepted you will receive a “password change” confirmation page. Close this window.  
*(No confirmation page? You will need to try creating one until you receive The confirmation page. “Unusual” passwords will be accepted more quickly than just a name with some numbers.)*
- You will now need to enter your Keystone ID and newly created password from the Keystone Log-In page. Click “login” to advance to next page.
- What would you like to do today? Click “Access My Clearances”. Read the Info page and click continue Click “Create Clearance Application” and read the “getting started” info. Click bottom of page prompts to get to the “application purpose” page.
- **Choose “volunteer” contact with children. Choose “other” for Volunteer Category and type “YOUR” unabbreviated Parish name for Agency Name.**
- Complete application by following instructions from website.
- Answer questions as to how you would like to receive your clearance certificate. **Choose both options “postal” and “email”**. Sign the form with an electronic signature which is your first and last name typed in the last block on the application. Submit.

- A submission Confirmation is given on the next page with options listed at bottom. Click on “go to child abuse clearance account”. Here is where you will have access to your application and to see the status. You may have received an immediate response. A certificate will be available for you to print. If you did not receive an immediate response please continue to monitor your emails until you receive the notice that your application has been processed. It may take approximately two weeks to receive a response by email and/or postal mail.
- You will periodically receive application updates that will be sent to your email address.

**RECORD YOUR KEYSTONE ID & PASSWORD SOMEWHERE SAFE. YOU WILL NEED THESE TO ACCESS THIS CLEARANCE AND TO RENEW EVERY 5 YEARS**