

## How to Get Your Child Abuse Clearance

For paper applications, please visit:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

- Please keep in mind, a paper application can take around two weeks to process

For online applications, please visit: <https://www.compass.state.pa.us/cwis/public/home>

- Typically, the online clearances process immediately

The following instructions will explain how to file for the clearances online.

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

- Once on the website, click [create individual account] if you do not already have an account.
- Read the webpage, scroll down, and click [next].

Fill out the following form:

Keystone ID	(Must be 6 to 64 characters)
First Name	
Last Name	
Date of Birth	(MM/DD/YYYY)
E-mail	
Confirm E-mail	

Once you fill out that form, it will ask you to choose three security questions and type in the answers. There are drop down menus for each question. Pick the three you will remember easiest and fill out the answers.

There will be a verification CAPTCHA.

Click [Finish] when you have completed these steps.

You will be sent an email with your temporary password once you have clicked [Finish]. Please close the current browser and reopen: <https://www.compass.state.pa.us/cwis/public/home>

Open your email and copy the provided temporary password that was sent to you. Return to the previous website and click [Individual Login].

Read the following page, scroll down, and click [Next].

Use the Keystone ID you chose earlier. Paste the password that was provided to you in the password section and then log in.

Once you have logged in, click [Access my Clearances].

You will be given the option to either answer your security questions or have a verification sent to your email. Choose your preferred method to verify your login.

It will ask whether you are using a private or public computer, and whether it should continue to recognize the device in future log ins. Answer the question how you prefer.

You will then proceed to set up a permanent password that you will continue to use in the future.

The password must contain the following:

- are at least eight characters long.
- contain at least one number.
- contain at least one upper case letter.
- contain at least one lower case letter.
- contain at least one special character, such as @&\*%\$^.
- do not include your user name, your first name, or your last name.

Submit the password you have chosen.

Close the window and open:

<https://www.compass.state.pa.us/siteminderagent/forms/logincitizen.fcc?TYPE=33554433&REALMOID=06-d78c564c-f651-4c26-9add-61431090a384&GUID=1&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-3Dnk1%2fd36P72Rvxjs%2ba%2bu%2fbpKRRTTUjCRyqf9Sj3Wwq0kEK1Wdq4FHPkI642%2b%2b5&TARGET=-SM-https%3a%2f%2fwww%2ecompass%2estate%2epa%2eus%2fcWIS%2fClearances%2fTermsandConditions>

Log back into your account with the new password that you have set.

Read and click [I have read, fully understand, and agree to the My Child Welfare Account Terms and Conditions] and then click [Next].

Read, scroll, and click [Continue]. Create a clearance application. Read, scroll, and click [Begin].

Click the bubble on the left that says: “Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.”

A drop-down menu will appear.

- Volunteer Category: Other
- Agency Name: Slippery Rock Campground Association

Scroll to the bottom of the page and click [Next].

Fill out your: First and Last Name, Birth Date, and Gender

Select whether you would be willing to provide your Social Security Number (SSN) and enter it whether applicable.

Answer: Do you have any previous names or nicknames that you have used in the past that you may be known by? If yes, enter additional names.

Click [Next].

Fill out your current address.

Answer: Is your mailing address the same as your home address?

Answer: Would you also like to have a paper version of the certificate sent to your home or mailing address?

Click [Next].

Enter all previous addresses that you have lived at since 1975. Click [Next].

Enter all household members that you have lived with since 1975. Click [Next].

Double check that all of your answers are correct and scroll to the bottom.

Answer: To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Follow the prompt and click [Next].

Answer: Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application.

Select [No] and click [Submit].

Please check your email for a confirmation notification that you may save for your own records. If you do not receive an email confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You should receive an email within the next few minutes. When you do, log back in to your account.

Click [Access Clearances]. Under your clearance number, click the link that looks like:

Your application has been processed. [To view the result, click here.](#)

It will download the document to your computer. Open the document to access your clearances.

Print out the document and bring it to the transfer appointment – you must not have a record.