



Pa Child Abuse History Clearance

Department of Human Services Step By Step Process

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

1. Visit <https://www.compass.state.pa.us/CWIS>

2. Select Create Individual Account

- ♣ You are creating a Keystone ID
- ♣ If you already have one you can enter in your information

3. Create Info:

- ♣ Create Log On ID
- ♣ Enter email
- ♣ Select Security Questions
- ♣ Select Finish when done
- ♣ Check Email (Junk Folder) for the system to email a temporary password – this is an automatic response

4. With new password go back to main page and select Individual Log In

- ♣ Click Access My Clearances
- ♣ Read through polices and select Continue at bottom

5. Keystone Key Page:

- ♣ Enter in Log In ID
- ♣ Enter in Temporary Password
- ♣ Create New Password

- ♣ Get a Congratulations statement, close window

6. Go back again to main page to log back in again under Individual Log In

- ♣ Enter Log In Id and New Password

7. My Child Welfare Account Terms & Conditions Page:

- ♣ Read through and select Agree To Terms Click Next

8. Learn More Page:

- ♣ Read through and click Continue at bottom

9. My PA Child Abuse Clearance Page:

- ♣ Click Create Clearance Application Button

10. What To Expect:

- ♣ Read through and click Begin at bottom of page

11. Application Purpose:

- ♣ Select 1st Option:

- ♣ 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.

- ♣ New Box Opens:

- ♣ Select "Other" for Volunteer Category