

STEPS TO OBTAIN PENNSYLVANIA CHILD ABUSE CLEARANCE

1. Go to www.compass.state.pa.us/CWIS
2. Create individual account
3. Create keystone ID
4. You will receive temporary password in your email
5. Go back to compass.state.pa.us/CWIS and click on individual log in, then click on 'Access my Clearances'
6. Follow instructions – you will get to a screen to create your own password
7. Follow instructions using your new password
8. Create clearance application
9. Application purpose is:
 - a. Other or volunteer
10. Follow instructions and be sure to have a list of EVERYONE you lived with since 1975 and ALL THE ADDRESSED where you lived since 1975
11. Pay with credit card if you are an employee; FREE for volunteers; print your payment confirmation and submit for reimbursement to your employer
12. Log off once you are completed
13. You will receive an email with your results. To view results, click in the email or go to www.compass.state.pa.us/CWIS; Go to individual login and select 'Access my Clearances' and print your certificate.
14. Be sure to LOG OUT when complete.