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:
   - Red 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

- Enter Agency Name : DCP Theatre
  - Click Next at bottom

12. Application Information:
    - Your info will already be listed in some places
    - Add any additional information that you need to
    - Your SS# is optional
    - Enter in all Previous Names or Nick Names used (includes maiden names or married names)
    - Your contact number is optional

13. Current Address:
    - Enter in all information required
    - For the Certification Delivery Method select YES to paper copy. You will still also receive an electronic copy via email
    - Click Next to continue

14. Previous Addresses:
    - The system does require you to list all previous addresses. Even if you don't know all of the information entering as much as possible is acceptable. This includes out of state locations.
    - Click Next when all locations have been entered.

15. House Hold Members
    - List all the household members you have lived with (roommates, parents, siblings, ext.)
    - Click next to Continue

16. Application Summary
    - Review
    - Click Next to continue

17. E Signature
    - Answer questions
    - Check Policy Agreement

18. Application Payment:
    - For the question regarding "Organization provided an authorization code?" answer NO
    - Select Waive Application Fee and Submit Application

19. Check Your Email (Junk Mail File)
    - You should receive an email with directions of how to log back in to download your clearance within an hour

20. Log Back In under Individual
    - Continue page
    - My Pa Child Abuse History Clearances Page
      - Scroll to the bottom of the page to find your clearance – Status Submitted Applications
      - Under the E-Clearance Id click the Your Application has been processed. To View the result, click here – green box
      - Open and Save