

Child Abuse History Certification Clearance

PARISH VOLUNTEER

1. Write down the PAYMENT CODE that you requested in the green box in STEP #9 (next page)
2. Go to the registration site: <https://www.compass.state.pa.us/cwis/public/home>
3. If you already have a Keystone ID and know what it is, skip to the next page (#4).
 - * Click the button: **CREATE AN INDIVIDUAL ACCOUNT**
 - * Read the information for creating a Keystone ID, then click **NEXT**.
 - * Create a Keystone ID – choose any name that you will remember (e.g. last name first initial middle initial)
 - You will be asked to choose security questions –write down the questions & answers

Record your Secret Questions & Answers here:

 **CHECK YOUR EMAIL** - You will receive your Keystone ID (username) & password in one or two emails. Please print this for your records. Write your username in the box below.

Use this password when logging in for the **first time**. You will be prompted to change it later.

KEYSTONE ID (USERNAME):

- * Go back to the site (from step #1) and Log in by clicking **INDIVIDUAL LOGIN** on the home page – use your temporary password from the email you received.
- * Click **ACCESS MY CLEARANCES**
- * Choose a method to verify your identity (either by answering security questions OR receiving a verification code by email)
- * Answer **WHAT TYPE OF DEVICE ARE YOU USING?** - Public (ex. library) OR Private (home)
- * Set a permanent password - write it down for your records, then **CLOSE THE WINDOW**.

PERMANENT PASSWORD:

4. Log into the system (use address above), using your keystone ID & your **permanent** password.
5. Read the MY CHILD WELFARE TERMS AND CONDITIONS. Then select “**I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS**” and click **NEXT**.
6. Click **CONTINUE**
7. Click **CREATE A CLEARANCE APPLICATION**, then click **BEGIN**.

Select **VOLUNTEER HAVING CONTACT WITH CHILDREN** (for application purposes)

--- Agency: **OTHER**

--- Name: **Saint John XXIII Parish**

8. Enter all requested information. Include a home address to receive a mailed copy of your results in addition to an electronic copy, if desired.

* Be sure to enter your Social Security Number for quicker results.

* When you are listing the people you have lived with, **be sure to include your parents, even if you have not lived with them in the last 25 years**. This prevents your application from being kicked back for insufficient information. If they are deceased, list that in place of age.

9. Enter this VOLUNTEER CODE (Payment Code) :



10. When finished, click **SUBMIT** --- **Make note of the application number that shows at the end**

Application/Control Number:

11. You will receive an email that your application was received. **You will also receive an email when your clearance is ready to access online**. When ready, sign back into the website (use address at top of page) and print your results.

PLEASE BRING THE CHILD ABUSE CERTIFICATE TO THE PARISH OFFICE.

If you requested a paper copy, that should arrive within 2-3 weeks, as long as the information you provided was accurate to the best of your knowledge and complete to the satisfaction of ChildLine.

If your application resulted in a letter requesting missing information, you may respond by writing the information on the letter and mailing it back to ChildLine **OR** by calling the ChildLine Verification Unit. (their address & phone number is on the letter)