

DIRECTIONS TO COMPLETE THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE **ONLINE** APPLICATION

1. Go to the Child Welfare Portal found through the following link:
<https://www.compass.state.pa.us/cwis/public/home>
2. Click on the “Create Individual Account” option.
3. Read through the General Information and then click “Next” to proceed.
4. Begin creating your Keystone ID by filling out the profile information.
The Keystone ID is something you create yourself—you will need this to login later on
5. After your personal information is complete, select three security questions.
6. For additional security, you will be required to answer a question provided by the website.
7. Again, do not forget your Keystone ID! You will need this to login later on.
8. Click “Finish” when you have completed the profile information section.
9. You will be sent an e-mail which contains a temporary password.
10. Close the browser window.
11. Go to the Child Welfare Portal again, using the link:
<https://www.compass.state.pa.us/cwis/public/home>
12. This time, click on the “Individual Login” option.
13. Select “Access My Clearances”.
14. Read through the Disclosure statement and hit “Continue” when finished.
15. Login with your Keystone ID and the temporary password you should have received via e-mail.
16. You will then be required to change your temporary password.
17. Login with your new password.
18. Read through the Child Welfare Account Terms and Conditions.
19. If you accept the Terms and Conditions, click on the option that states you have understood and agreed to them.
20. Click “Next”.
21. Read through the Disclosure of Personal Information and click “Continue” when finished.
22. Select the “Create Clearance Application” option.
23. Read through the information provided before beginning. **This information is important so DO NOT begin without reading it!**
24. When you have thoroughly read through the information, click “Begin”.
25. When filling out your personal information, please note that you DO NOT have to provide your Social Security Number—it is completely voluntary. However, you will be required to go through more security related verifications, which may delay your request.
Note:
 - Previous Names Used Since 1975 - The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.
26. Fill out information related to your Current Address, Previous Address(es) and Household Members.
Note:
 - Previous Addresses Since 1975 - List all addresses where the applicant has resided since 1975. The applicant can attach an additional sheet of paper with all

of the addresses listed if necessary. If the applicant cannot remember the exact mailing addresses since 1975, filling in as much information as possible about the location will be acceptable.

- Household Members - Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived. Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their sex. Applications where this section is left blank will be rejected and returned to the applicant

27. Review the information you have provided and check for accuracy.

28. Provide an eSignature. This signature should match the first and last name that you provided earlier.

29. Click "next" to continue to the Application Payment.

30. You will receive an email when your results are ready for printing.