**Child Abuse Clearance**

On-line Procedure for Obtaining a PA Child Abuse History Clearance

Note: **There is NO cost to obtain a PA Child Abuse History Clearance!**

1. Go to the following website: <https://www.compass.state.pa.us/cwis/public/home>
2. Click on the option that says “Create Individual Account.” Read the information on the screen and click on the “Next” button.
3. Enter all the necessary information on the “Create Keystone ID” page and click “Finish.” **Use your Messiah email address.**
4. Your Account should be complete and you should receive an email with a temporary password. Click on the link in the email and change your password to a permanent one.
5. Log back into the website with your permanent password, go to “Access My Clearances,” and click on “Create Clearance Application.”
6. The Application should appear. The application purpose is “Volunteer Having Contact with Children.” Include the volunteer category “Other” and type the name of the organization that you are volunteering with. \*\*\*Complete the rest of the application – Note: **You do NOT have to include your Social Security Number.** Use your Messiah mailing address. We are located in **Cumberland County.**
7. You do not need to check that you want a paper certificate sent to you nor do you need to say that your mailing address is different than your home address.
8. Confirm that all of the information is correct and then eSign your application with your first and last names.
9. Once the application is complete, you will receive an email that the application was received. It typically takes a week for the application to be processed. Once you receive an email stating that your application has been reviewed, print out the clearance and bring it to the Agape Center.
10. If you have any questions or problems, please feel free to contact us at outreach@messiah.edu