

CHILD ABUSE HISTORY CLEARANCE - <https://www.compass.state.pa.us/cwis/>

1. From the Child Welfare Portal, select "Create Individual Account."
2. Submit all the necessary information. Your Keystone ID is a self-chosen user name. Make sure to submit an email address that you are able to access. **Keep this information on file.**
3. Once you have submitted all your information and it has been accepted, you will be emailed a temporary password.
4. Close your browser, reopen it to the portal homepage <https://www.compass.state.pa.us/cwis/> and select "Individual Login".
5. Select "Access My Clearances" and login with the Keystone ID you created and the temporary password. Once logged in, you will be prompted to change the temporary password. Press the close window button and log in a second time using the newly created password. Scroll to the bottom of this page and accept the terms and conditions.
6. Select "Create Clearance Application" and submit all information requested of you. Select "Individual 14 Years of age or older..." as the Application Purpose.
7. Once you are done submitting your information, you will be directed to electronically sign at this page. Do so by typing your first and last name only.
8. Enter your payment information, and once you have paid print the "Submission Confirmation" page. **This is the receipt showing that you have started the application process. Send a copy of the receipt to STAT.** The receipt is valid for your first 30 days of employment.
9. Select "Go to PA Child Abuse History Clearance Account" and click on your e-clearance ID. In some circumstances the state may be able to process your request immediately. Click on the link that says "To view result, click here". In that case, print the clearance results and submit to STAT.
10. You will receive notification when your clearance has been processed. Login in to your account, print the results, and **send to STAT as soon as you receive the results.**
11. **We must have a copy of the actual clearance within 30 days.** Your receipt is only valid for 30 days. If you have not received the clearance within 30 days, please call the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422 to check on the status.

FBI CHILD CLEARANCE - <https://uenroll.identogo.com/>

1. Enter "1KG738" for the service code.
2. Click on "Schedule or Manage Appointment".
3. Enter all applicable information and continue to click "next" until done (at one section you will be required to select what type of government identification you would like to bring with you – please remember when choosing, this is the only identification that will be accepted at the time of your appointment – MUST BE VALID).
4. Enter your zip code to locate the closest.
5. Choose the location that's best for you and click "Next" to select from the dropdown box the date & time to schedule your appointment.
6. Once you have completed the enrollment process – make sure to print and bring your pre-enrollment confirmation page to your appointment.
7. Make sure you bring the government form of Identification that you chose, along with your payment method for the \$22.60 processing fee.
8. Send a copy of your receipt to STAT so we can see you have started the process. The receipt is ONLY VALID FOR 30 days.
9. Send in a copy of the actual clearance paperwork as soon as you receive it in the mail – **We must have a copy of the actual clearance within 30 days.**