

Instructions for Obtaining Clearances

These instructions are for people *who have lived in PA for 10 consecutive years or more*. If you have lived in the state for fewer than 10 years, you will also need to obtain an FBI Criminal Background Check. Instructions for that are not in this document.

There are two certificates required:

- (1) Child Abuse History from the Department of Human Services
- (2) Report of criminal history from the Pennsylvania State Police.

To complete the certification process you will need to supply information, “as much as you can remember”, on places you’ve lived and adults you’ve lived with for the last 40 years.

Pennsylvania Child Abuse History

1. Create a new account
 - a. Go to <https://www.compass.state.pa.us/cwis/public/home>
 - b. Click Create Individual Account
 - c. Read the information and fill out the form
2. Create new password
 - a. Check your e-mail for your temporary password.
 - b. Go back to the home page and click Individual Login
 - c. Click “Access my Clearances”
 - d. Click CONTINUE on the Learn More page.
 - e. Sign in with user name and temporary password.
 - f. Verify with Security questions or security code
 - g. Choose “Private Device” (or public if not on personal computer)
 - h. Create your permanent password.
 - i. Write down your Keystone Key ID for future logins.
3. Apply for Clearance
 - a. In a new window, log in with your Keystone Key
 - b. Accept the Child welfare Account Terms and Conditions and navigate through the information screens.
 - c. Click Create Clearance Application
 - d. Click BEGIN on the Getting Started Page.
 - e. Click the radio button that says “Volunteer Having Contact With Children”
 - f. Volunteer Category is “Other”.
 - g. Agency Name is “The Playcrafters Inc”.
 - h. Follow the instructions to finish the form and obtain your certificate.

Pennsylvania State Police Criminal History

1. Go to <https://epatch.pa.gov/home>
2. Click on New Volunteer Record Check
3. Follow the instructions and fill in the forms.
 - a. Volunteer Organization Name is "The Playcrafters Inc".
 - b. Volunteer Organization Telephone Number is (610) 584-4005
4. Write down the Control Number for future access to the file.
5. If the report is not instantly ready, you will need to return to the home page to download the file when it is.