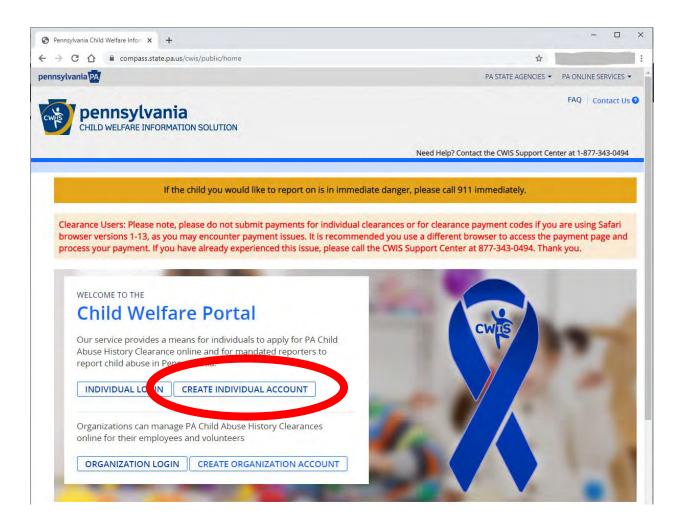
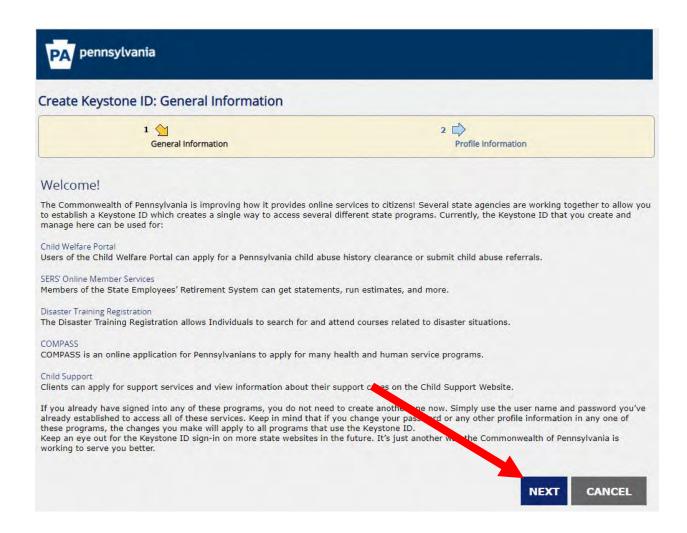
## **PA Department of Human Services**

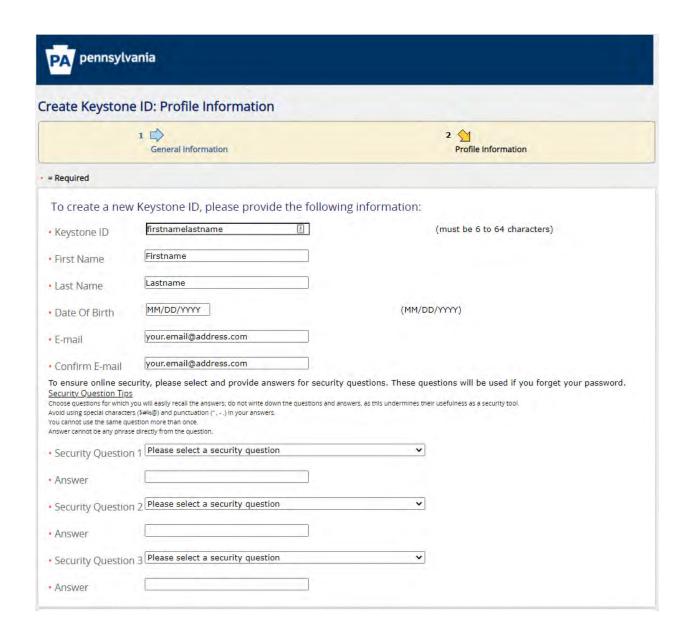
PA Department of Human Services: (Online results take a few days; a mailed document will arrive about two weeks later) <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>

- Pennsylvania Child Welfare Information Solution (CWIS)
- Child Abuse Clearances are valid for 60 months \$13.00 for renewal





On the next step, you will be prompted to enter a 'Keystone ID'. This is just a username for the website and can be anything you choose, as long as it doesn't already exist as someone else's username. For myself, I just used my first and last name together with no space.



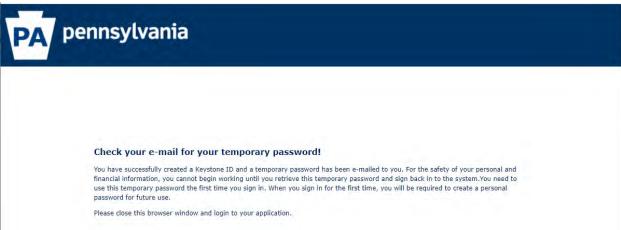
Once you selected a Keystone ID, enter your information then select security questions and answers. Please be aware some volunteers have experienced issues using special characters, such as punctuation marks, in their answers. It may be best to just leave them out.

**Volunteer Feedback**: "I do not remember experiencing any significant problems with creating the account except that when it asks you security questions it doesn't have any restrictions on what characters you use but when you are actually answering those questions to verify yourself later on there were character restrictions. For example, there was a period in an answer but then the website saw that as a forbidden character so no matter what you could never give a matching answer. If the problem they experienced is anything like that then tell them to just switch their security question answers and they should be fine."

Next, answer the security captcha question at the bottom of the page and click 'Finish'.



You should see this screen once you click Finish.



Check your email for the temporary password. Log into your account and set a new password. You should receive an email after a few days once your background check is complete. Log back into the site and download a copy of the certification form.

## **EXAMPLE CERTIFICATION FORM**

CERTIFICATION ID:

CERTIFICATION PURPOSE: VOLUNTEER

VERIFICATION DATE:

SOCIAL SECURITY #: XXX-XX
DATE OF BIRTH:

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a