

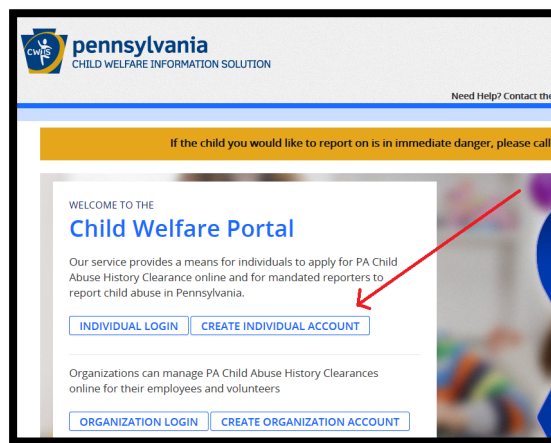
Instruction Guide to Obtain

PA DEPARTMENT OF HUMAN SERVICES

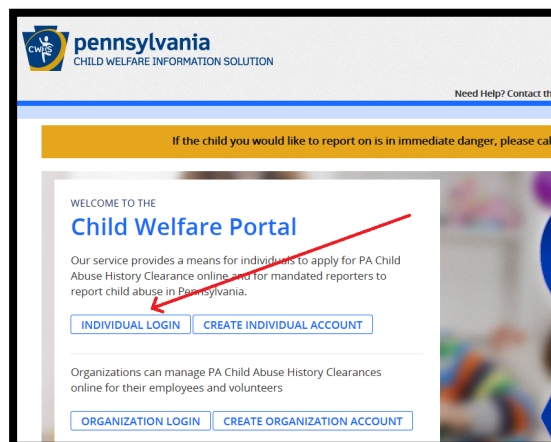
CHILD ABUSE HISTORY CERTIFICATION

This process will take approximately thirty (30) minutes to complete online and may take up to fourteen (14) days for your results to be posted in your account by DHS.

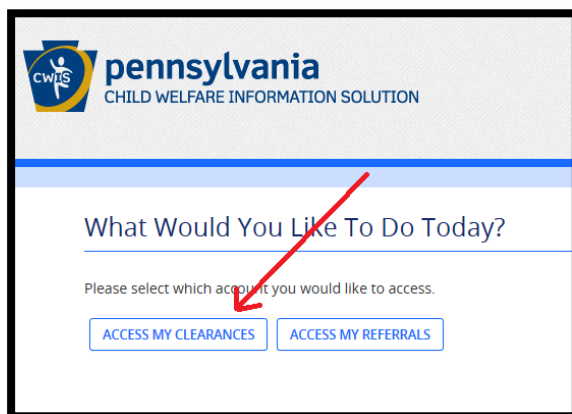
- *Navigate* to the Child Welfare Information Solution (CWIS) website located at <https://www.compass.state.pa.us/cwis/public/home>
- If you do not already have a Keystone ID, *click* on **“Create Individual Account”** (see below).



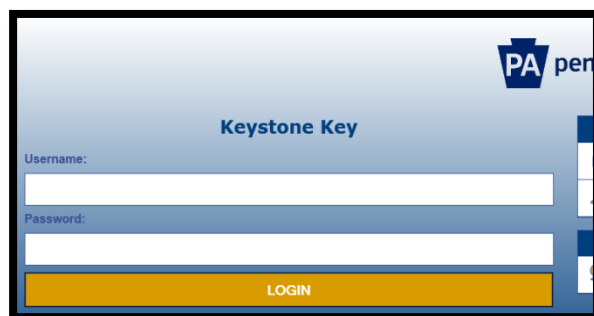
- Follow the online instructions to create your Keystone ID.
- You will receive two emails; one verifying the username (*Keystone ID*) you selected and one containing your *temporary password*.
- *Close* all browser windows and navigate back to the Child Welfare Information Solution (CWIS) website located at <https://www.compass.state.pa.us/cwis/public/home>
- *Click* on **“Individual Login”** (see below):



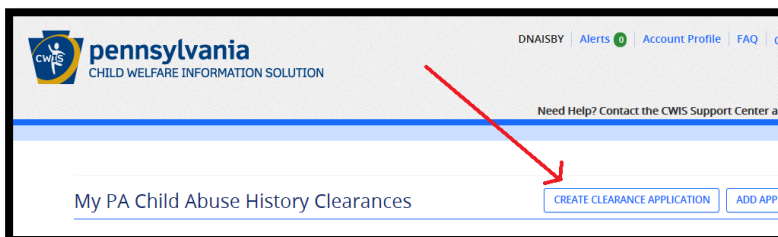
- Click on **“Access My Clearances”** (see below):



- Read the disclosure statement and then scroll to the bottom of the page and click **“Continue”** in the bottom right-hand corner of the page.
- Enter your username and temporary password and click **“Login.”**



- Create a new password and click **“Submit.”**
- Follow the onscreen instructions, close the active browser window, enter your username and NEW password and click **“Login.”**
- Read the Terms and Conditions, fill-in the radio button to accept the terms, and click **“Next.”**
- Read the disclosure statement again, scroll to the bottom of the page, and click **“Continue”** in the bottom right-hand corner of the page.
- Click on **“Create Clearance Application”** (see below).



- Read the instructions and then *scroll* to the bottom of the page and *click* **“Begin”** in the bottom right-hand corner of the page.
- On the **“Application Purpose”** page, *select* **“Volunteer Having Contact with Children,”** *select* **“Other”** for the **“Volunteer Category,”** and *enter* **“Cumberland Valley Youth Basketball Association”** under **“Agency Name”** (see below).

- *Scroll* to the bottom of the page and *click* **“Next.”**
- *Enter* your Applicant Information in its entirety and *scroll* to the bottom of the page and *click* **“Next.”**
- *Enter* your **“CURRENT address”** and *scroll* to the bottom of the page and *click* **“Next.”**
- *Enter* **“Additional Addresses”** and *scroll* to the bottom of the page and *click* **“Next.”**
- *Enter* **“Household Member”** information and *scroll* to the bottom of the page and *click* **“Next.”**
- *Review* your information on the **“Application Summary”** page and *scroll* to the bottom of the page and *click* **“Next.”**
- *Complete* the **“eSignature”** attestation page and *scroll* to the bottom of the page and *click* **“Next.”**
- On the **“Application Payment”** page, *select* the **“No”** radio button and *click* **“Submit Application”** (see below).

- You will receive a page with your Submission Confirmation.
- Once your application has been processed, you will receive a notification via email to log into your account and view the outcome/result of the application (often within fourteen days).

Example DHS Certification Document that must be submitted



pennsylvania
DEPARTMENT OF HUMAN SERVICES

**PENNSYLVANIA CHILD ABUSE
HISTORY CERTIFICATION**

[Redacted]
MECHANICSBURG, PA 17050

CERTIFICATION ID: 8QJP [Redacted]
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 9/5/2017
SOCIAL SECURITY #: XXX-XX-[Redacted]
DATE OF BIRTH: [Redacted]

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 the applicant 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 copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

- Upon completion, upload or email the completed Certification Form to org.volunteer.clearances@gmail.com.
- **RETAIN A COPY FOR YOUR RECORDS!**