

STEP-BY-STEP INSTRUCTIONS ON CLEARANCES

PA CHILD ABUSE CLEARANCE

1. Visit <https://www.compass.state.pa.us/cwis>
2. Click Create Individual account – click next
3. Create Keystone ID -Fill in info -Select 3 security questions -Answer the question @ bottom -Finish
4. You will receive an email with your temporary password
5. Close browser – log into website again
6. Select Individual login
7. Access my clearances – continue
8. Login – it will prompt you to change your password
9. Close browser after changing password. Now login again with new password.
10. Accept terms & conditions – click next
11. Click continue
12. Create Clearance Application
13. Begin
14. Application purpose – select 1st option: Volunteer having contact with children.
15. Volunteer category – other- enter Selinsgrove Church of the Nazarene
16. Application info: add maiden name (if applicable), social, contact info
17. Address – enter all previous addresses since 1975.

18.Add household members – enter everyone you have lived with since 1975.

19.Summary page – review it for accuracy

20.Esignature

21.You will receive an email with ID number. Results within 14 days. You will receive an email when your report is ready to view.

PA STATE POLICE CLEARANCE

1. Visit <https://epatch.state.pa.us>

2. Select New Record Check (Volunteers Only)

3. Check box in Volunteer Acknowledgement section– accept

4. Enter volunteer organization name (Selinsgrove Church of the Nazarene) & phone number (570.374.0028) and your name, address, email, phone.

5. Verify info – proceed

6. Request form

7. Click finished

8. On review screen – hit submit

9. Click Control Number

10.View report & Print out