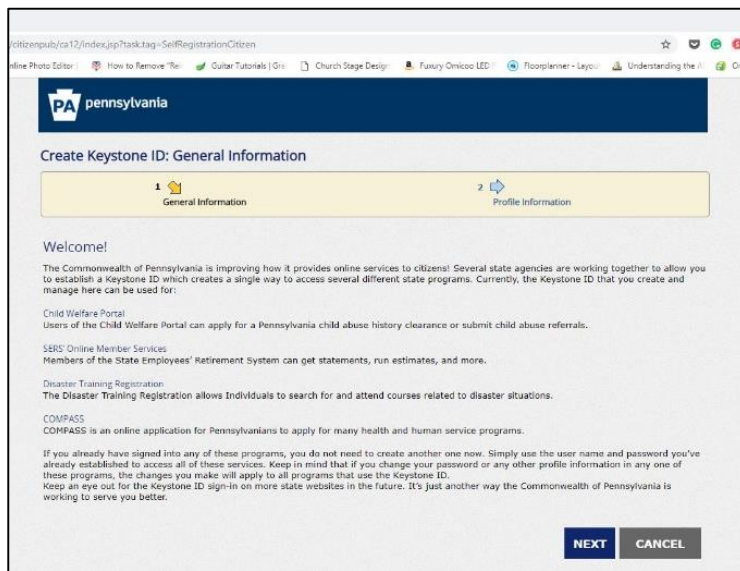
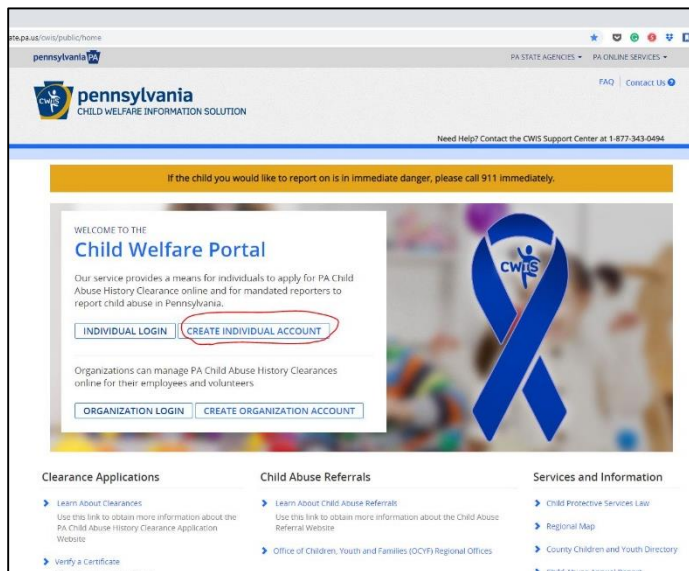


How to Complete a Child Abuse Clearance Online for Volunteering at the Lebanon Bible Fellowship Church (updated 2/8/2019)

Please note that this process is only valid for UNPAID volunteers at the Lebanon Bible Fellowship Church. Steps may be different for paid employees, or for other organizations.

(Note, if you already have a Keystone ID and password, begin at Step #7)

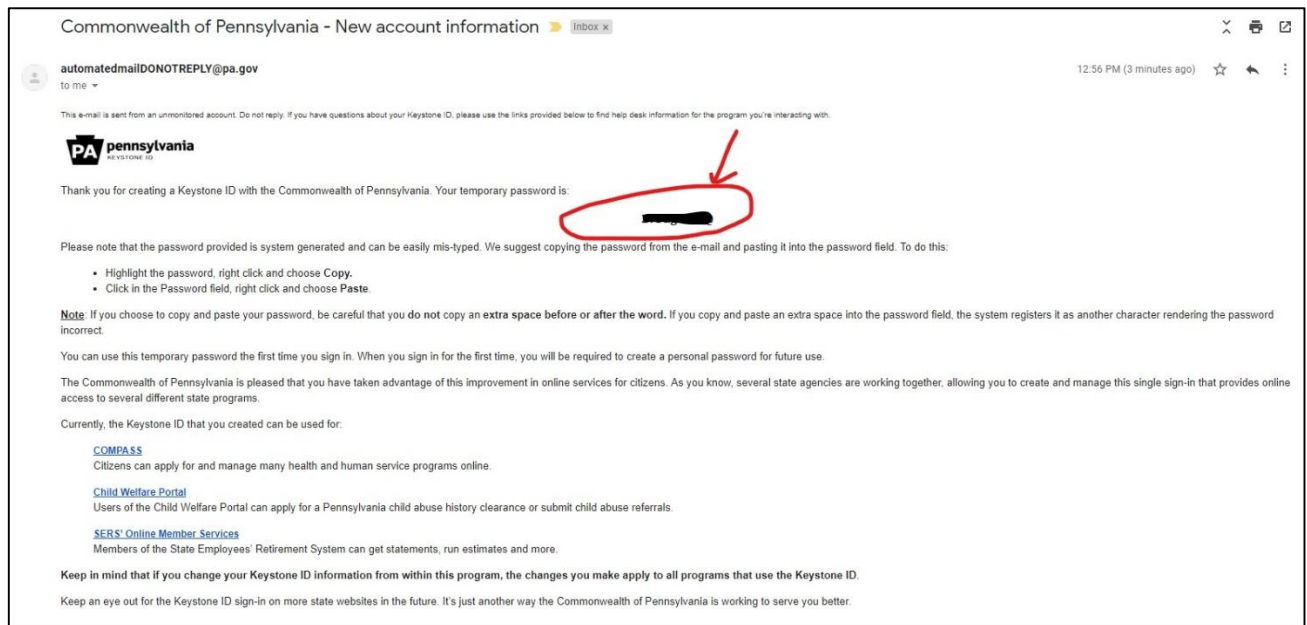
1. Go to: <https://www.compass.state.pa.us/cwis/public/home> and click on the link in the white box that says 'Create Individual Account'. It will take you to a window that looks like the screenshot below. Click 'Next'



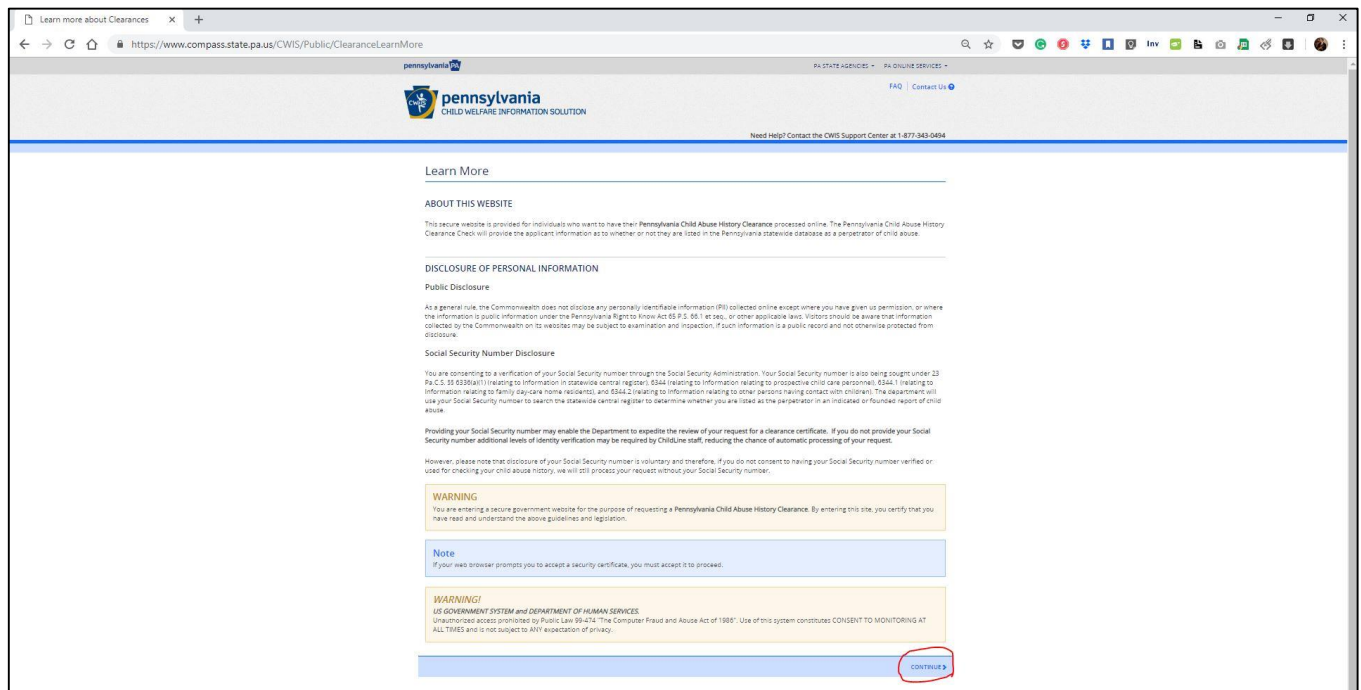
2. On the next page, fill in all of your profile information to create a new account. You will need an email address to complete this process online. The 'Keystone ID' is a username that you create so you can access your own results at your convenience.

3. Once you complete the form, an email will be sent to you with a temporary password. You must check your email to continue the process.

4. Your email will include a temporary password. You will use this only once to log in, and then you will be asked to change it.



5. Now, in a new browser window (keeping your email open), go back to <https://www.compass.state.pa.us/cwis/public/home>. Click on the button labeled, 'Individual Login'. Choose 'Access My Clearances'. On the next page, which says 'Learn More / About This Website / Disclosure of Personal Information', click 'Continue'.



Log in with your newly created username (aka, Keystone ID) and temporary password. (You may be asked to verify your identity either with a security code or by using your recently created security questions. Choose one of those methods and follow the instructions.) Then, on the next page, select if you are using a Private or Public/Shared device.

6. You will be taken to this page, in which you will be asked to set your own password. This will replace the temporary password that was sent to you via email. **Be sure to write this new password down (as well as your Keystone ID), and keep it safe. You will need it a few years from now, whenever you need to renew your clearances.**

Set Permanent Password

Alert: Please change your current password before continuing.

• = Required

User ID

First Name

Last Name

• Password

• Confirm Password

Invalid Password, please meet the listed requirements

To ensure online security, the Commonwealth of Pennsylvania requires passwords that :

- are at least eight characters long.
- contain at least one number.
- contain at least one upper case letter.
- contain at least one lower case letter.
- contain at least one special character, such as @&*\$%^.
- do not include any of your user name, your first name, or your last name.

SUBMIT **CANCEL**

7. (Now that you have a Keystone ID and password), go to: <https://www.compass.state.pa.us/cwis/public/home>. Choose, 'Individual Login', then 'Access My Clearances', then when you get to the 'Learn More' page, click 'Continue'. Log in with your Keystone ID and password. (You may be asked to agree to new Terms & Conditions before proceeding). On the next page, click 'Create Clearance Application'.

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION **ADD APPLICATION TO ACCOUNT**

8. This will take you to a page called, 'Getting Started'. Scroll to the bottom, and click 'Begin.'

9. On the “Application Purpose” page, you are a “Volunteer Having Contact with Children”. Your Volunteer Category is “Other” and your Agency Name is “Lebanon Bible Fellowship Church”. Complete the page with these values and hit the “Next >” button on the bottom right.

Application Purpose

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000003955581

DELETE APPLICATION SAVE APPLICATION

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

* Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification" is used interchangeably with "clearance."

Volunteer Category required Agency Name required

Other Lebanon Bible Fellowship Church

Foster Parent: Applying for purposes of providing foster care.

Prospective Adoptive Parent: Applying for the purpose of adoption.

10. You will then come to the “Application Information” page. Enter all the information you are asked to provide. We recommend that you enter your Social Security Number, even though it is not required, because entering it will (in most cases) cause your clearance to be completed much more quickly.

Applicant Information

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: 000003955581

DELETE APPLICATION SAVE APPLICATION

Applicant Information

Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.

First Name required Middle Name required Last Name required Suffix required

Date of Birth required Gender required

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide central register), 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.

However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

11. Add any previous names/nicknames (if applicable), and also a contact phone number. Then click ‘Next’.

12. On the “Previous Addresses” page, enter all your addresses you lived at since 1975. Enter as much as you can remember. Then click ‘Next’.

Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

[+ ADD PREVIOUS ADDRESS](#)

Country	Street Address	City	State	Zip Code	Country

[EDIT](#) [DELETE](#)

[< PREVIOUS](#) [NEXT >](#)

13. On the “Household Members” page, enter the information of everyone that lived with you since 1975. Again, enter as much as you can remember.

14. Review all the data you entered on the “Application Summary” page.

15. On the ‘eSignature’ page, it will ask you if ‘you have received a paper or electronic volunteer certification free of charge since [a certain date].’ What this is really asking is if you have received a code from the church or another organization, at some point in the past, since the date specified, to complete a previous PA Child Abuse check for no fee. For many individuals in our church, the answer will be ‘no’. Check the appropriate box, then check the ‘I hereby affirm...’ box, then type your name in the ‘Signature’ box, and click ‘Next’.

eSignature

To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Have you received a paper or electronic volunteer certification free of charge since 05/07/2014? (required)

☐ Yes ☒ No

Please eSign below by checking the acknowledgement and entering your first and last name exactly as it appears on the Applicant Information screen.

☒ I hereby affirm that the information entered on this application is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). I have selected Volunteer Having Contact with Children as the purpose for my application and I agree to the following: (required)

- I have not received a background certification free of charge within the previous 57 months;
- The background certification is necessary to satisfy the requirements under Chapter 63 subsection 6344(b); and
- I understand that the certification shall not be valid or used for any other purpose, including employment.

Signature (required)

[< PREVIOUS](#) [NEXT >](#)

16. On the “Application Payment” page, it asks “Did an organization provide a payment code for your application?” You will answer ‘yes’ if you recently received a unique code from the church, that waives the fee of the is background check. Next, enter the Unique Code given to you by the church. Check the box that says, “By entering this code...”. Then click the “Submit Application>” button.

17. You will be taken to the “Submission Confirmation” page. Once the State processes the application, they will email you and the church with the result. You can click the “Log Out” button at the bottom of the page.
18. **Your Child Abuse Clearance application is complete!** Please note that it may take a few days or weeks for the result to be sent to you. If you used a code provided by the church in step #16, you do not need to send your clearance result to the church; the church will be able to access your clearance result online, once it is finished.

Please speak to Pastor David Brandt if you have any questions.