

# **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

**NOTE:** Before you begin your Child Abuse Background Check, please contact Vice President Daniel Harold at dharold1980@yahoo.com to retrieve a Special Code # which you will need at the end of the Application Process. This Code makes your Application Free of Charge!!!

- 1) Go to: <https://www.compass.state.pa.us/cwis/public/home>
- 2) Click on the link that says “Create Individual Account” than click “Next” to advance to the Next Page.
- 3) On this page, you are creating your Personal Account to be able to Submit your Child Abuse Background Check. See Below for an Example:

The screenshot shows a web browser window with the URL <https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?facesViewId=/app/page/profile/profile.jsp>. The page title is "CA IdentityMinder". The main heading is "To create a new Keystone ID, please provide the following information:". The form contains the following fields:

- Keystone ID:  (must be 6 to 10 characters)
- First Name:
- Last Name:
- Date Of Birth:  (MM/DD/YYYY)
- E-mail:
- Confirm E-mail:

Below the form, there is a section for security questions:

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.  
[Security Question Tips](#)

Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool. Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question. Avoid using special characters (\$#@) and punctuation (!, -, .) in your answers. You cannot use the same question more than once. Answer cannot be any phrase directly from the question.

- Security Question 1:  (dropdown menu)
- Answer:
- Security Question 2:  (dropdown menu)
- Answer:
- Security Question 3:  (dropdown menu)
- Answer:

The Windows taskbar at the bottom shows the time as 8:29 AM on 7/7/2016.

# **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

4) After you enter all YOUR Personal Information, click “Finished.” A Temporary Password will be emailed to the email address that you entered. Log in to your email account and get that password.

5) Go back to Step #1 so you get back to the main Page and Click On “Individual Login” then click on the “Access my Clearances” Tab. This will bring you to another Page. Go to the bottom of that page and Click on the button that says “Continue.” Using the Keystone ID that you created and the Temporary Password that was emailed to you, click Login.

Welcome to the Pennsylvania Department of Public Welfare

PA pennsylvania

**Keystone Key**

Username

Password

**LOGIN**

**Self-service for Citizens**

- Forgot Password
- Edit Profile

**Self-service for Commonwealth Employees**

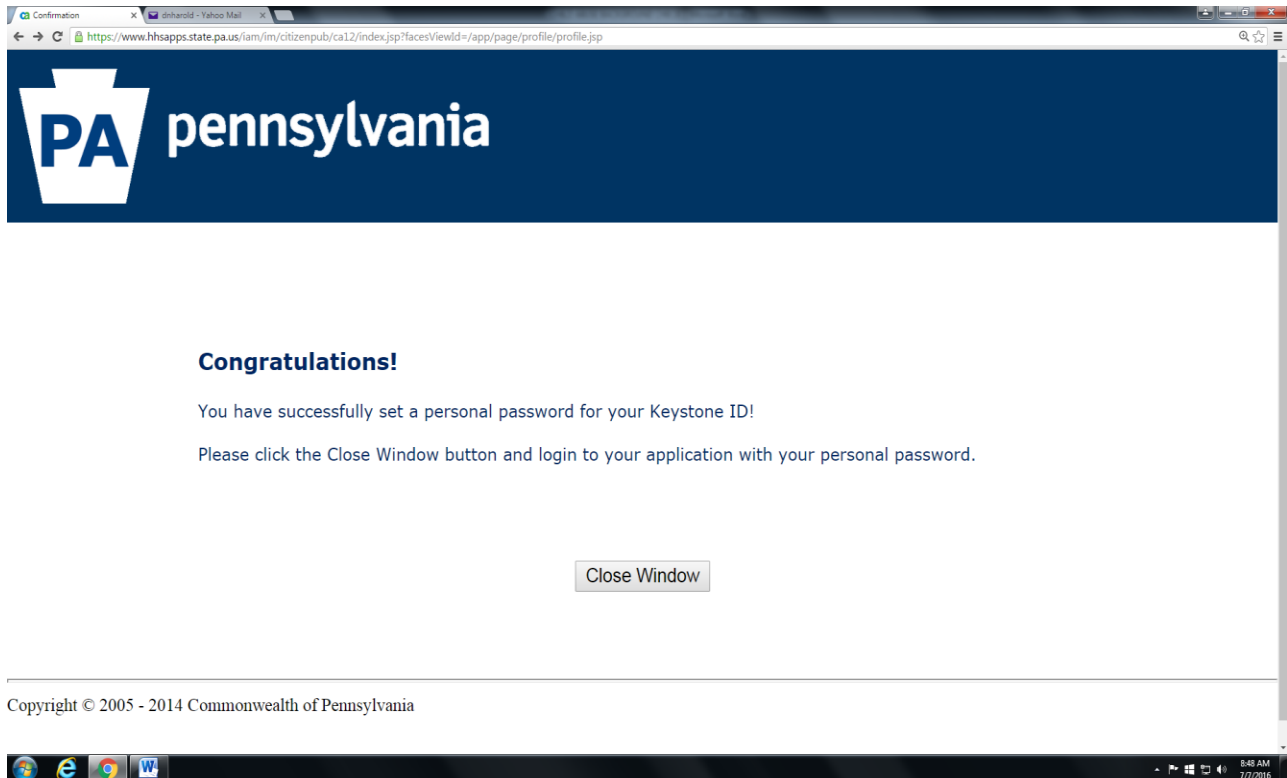
- Change CWOPA Password or Hint Questions

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is intended by the Department of Human Services, Computer and Audit Unit.

8:38 AM 7/7/2015

## **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

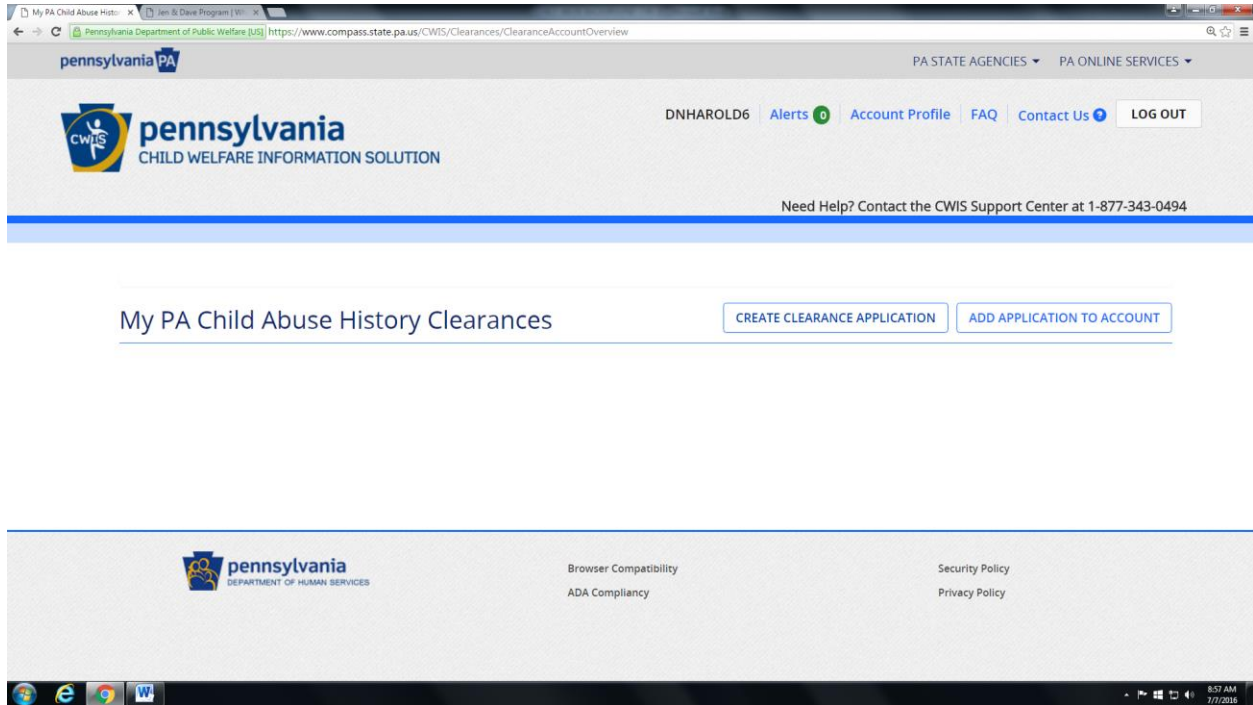
- 6) After you login, you are going to be asked to create a new password. Your Password **MUST** contain one lowercase letter, one uppercase letter, a number and a special Symbol (Ex: ! ? # \$). After you create your new password, hit “Submit” and you should get a page as shown below if it was successful.



- 7) Click on the “Close Window” tab. You should now be back at the original Login Screen. Login back in using your Username and the New Password that you just created.
- 8) Read the Terms and Conditions then proceed to the bottom of the page and click on the circle that says “I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions” then click Next to proceed to the Next Page.

# **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

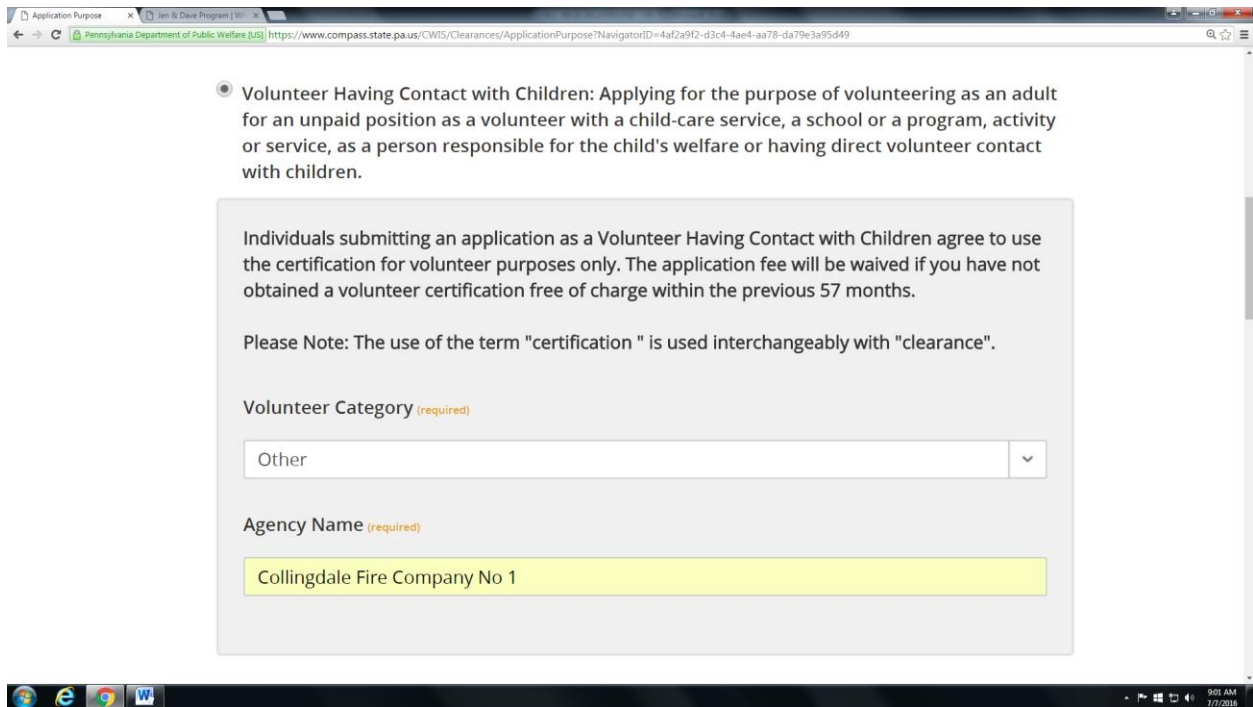
- 9) On this page, proceed to the bottom of the Page and hit “Continue” to advance to the Next Page. Now it’s time to start the Actual Application. You should at a page that looks like the below:



- 10) Click on the tab that says “Create Clearance Application” to begin your Child Abuse Background Check. Proceed to the bottom of the page and click on the “Begin” tab.

## **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

- 11) You are now starting your application. On the first page, you are going to be asked your Application Purpose. We are the first choice, “Volunteers Having Contact with Children.” Click on the circle and a Drop Down Box will appear. Our Volunteer Category is “Other” and our Agency Name is “Collingdale Fire Company No 1”. See below for an Example.



The screenshot shows a web browser window with the URL <https://www.compass.state.pa.us/CWIS/Clearances/ApplicationPurpose?NavigatorID=4af2a9f2-d3c4-4ae4-aa78-da79e3a95d49>. The page title is "Application Purpose". A radio button is selected for "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." Below this, a text box explains that individuals agree to use certification for volunteer purposes only and that the application fee will be waived if a volunteer certification was obtained within the previous 57 months. A note states that "certification" is used interchangeably with "clearance". The form includes a "Volunteer Category" dropdown menu with "Other" selected and an "Agency Name" text box with "Collingdale Fire Company No 1" entered.

- 12) Once you complete this step, go to the bottom of the page and Click “Next.”

- 13) **APPLICANT INFORMATION PAGE:** Fill in all the Appropriate Fields with your Personal Information (Name, DOB, SSN, Phone #, etc.) Once completed, go to the bottom of the page and click “Next” to proceed to the next page of the Application.

## **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

- 14) **CURRENT ADDRESS PAGE:** Fill in all the Appropriate Fields with your Current Home Address. Once completed, go to the bottom of the page and click “Next” to proceed to the next page of the Application.
- 15) **PREVIOUS ADDRESS PAGE:** On this page, you must enter everywhere that you have lived since the year 1975. If you cannot remember exact addresses, enter as much information as you can remember. Once completed, go to the bottom of the page and click “Next” to proceed to the next page of the Application.
- 16) **HOUSEHOLD MEMBERS PAGE:** On this page, you must enter “Everyone with whom you have ever lived with since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.” Once completed, go to the bottom of the page and click “Next” to proceed to the next page of the Application.
- 17) **APPLICATION SUMMARY:** Review all the Information that you have just entered into your application. If all the Information is correct, go to the bottom of the page and click “Next” to proceed to the next page of the Application Process. If you need to make any changes now is the time to do so. Use the links on the left hand side of your page to go back to the appropriate pages of your application where you need to make the changes.

# **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

- 18) **E-SIGNATURE PAGE:** You should be on a page that looks like the below now. If so, answer the Required Question. In most cases, everyone's answer should be "NO" here unless you have received a paper or electronic volunteer certification free of charge since 10/07/2011. After you make your choice, click on the box that says "I hereby affirm that the information entered is accurate and complete..." then proceed to the bottom of the page. In the Signature Box on the bottom of the page, type out ONLY your First & Last Name (No Middle Name or Suffix) then click "Next" to proceed to the next page of the Application Process.

The screenshot shows a web browser window with the URL: <https://www.compass.state.pa.us/CWIS/Clearances/RightsAndResponsibilities?NavAct=Next&NavigatorID=be5cd322-96f2-497e-a963-669e31784f95>. The page title is "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 10/07/2011 ?  
(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

The screenshot also shows the Windows taskbar at the bottom with icons for Internet Explorer, Google Chrome, and Microsoft Word, and a system tray showing the time as 9:18 AM on 7/7/2016.

# **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

- 19) **APPLICATION PAYMENT PAGE:** You should now be on a page that looks like the below. Everyone's answer will be YES and you will be prompted to enter the code that you have received from Vice President Daniel Harold if you followed the Instruction Properly.

Application Payment

Did the organization you are volunteering for provide an authorization code for your application?  
An authorization code is not required to submit your application. (required) ?

Yes  No

Code (required)

Eg., PAY123456789

By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application. You will continue to receive application updates and certificates through your PA Child Abuse History Clearance Account, regardless of your answer. (required)

- 20) After you enter the Code, go to the bottom of the Page and click on “Submit Application.” Your Child Abuse Background Check Application is now COMPLETE. You will receive a copy of your Child Abuse Clearance Form via mail in approximately 2-3 weeks. If you do not want to wait 2-3 weeks, in approximately 7-10 days you can log back into the website utilizing the link in Step #1 and print out a Copy of your Child Abuse Clearance Form.



## **CHILD ABUSE BACKGROUND CHECK INSTRUCTIONS**

**If you have any questions or concerns or if are having difficulty completing your Child Abuse Background Check, please do not hesitate to contact Vice-President Daniel Harold via email at dharold1980@yahoo.com.**

**Please do not email me a copy of your Child Abuse Background Check Clearance. Bring a copy to the Fire House and leave it in the Vice-President Mailbox in the Trustee's Office or hand it to me at the Monthly Company Meeting.**

**Thank you,**

**Daniel Harold  
Vice –President  
Collingdale Fire Company #1**