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## Step-by-step Instructions On How To Apply for Clearances

Each process has a payment fee of \$8.00.

**Child Abuse History** – <https://www.compass.state.pa.us/cwis/public/home>

Follow the instructions:

- 1) Create individual account
- 2) Login
- 3) Create clearances application
- 4) Choose the following option for the “Application purpose”

Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:

- A youth camp or program;
- A recreational camp or program;
- A sports or athletic program;
- A community or social outreach program;
- An enrichment or educational program; and
- A troop, club or similar organization

Fill out current information

Fill out residency information

Fill out previous addresses

Enter Household member information

Payment

**The child abuse history will mail the record to your residency.**

**Criminal History** – <https://epatch.state.pa.us/Home.jsp>

Submit a new record check

Choose “Employment” for purpose

Fill out information – enter the request

payment

Then click on the link in the bottom - View Queued Record Check request

**It will give you an online result right away, save the pdf file and you’re done.**

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