

## Pennsylvania DHS Child Abuse Online Application Instructions

BEFORE YOU BEGIN: Please follow these instructions carefully to ensure accuracy and ease of use.

- Use a computer (not a phone) with a current internet browser, i.e., Google Chrome, Firefox
- Have a list of all addresses and individuals you have lived since 1975?

Open your browser and proceed to: <https://www.compass.state.pa.us/cwis/public/home>.

If you have previously completed a Child Abuse History Clearance online or you already have a “Keystone ID,” please proceed to Section B below. All others must begin with Section A to create a Keystone ID.

### Section A: Creating a Keystone ID (username)

- Click on “CREATE INDIVIDUAL ACCOUNT”, Read the “General Information” and click “NEXT”.
- Create a KEYSTONE ID (username) of your choice to login to the website to create your application. Make sure to use a regularly checked email address then click “Finish” in lower righthand corner.
- Click on “Close Window” or close the current browser window
- Retrieve your temporary password from your email:
- Return to <https://www.compass.state.pa.us/cwis/public/home> (Re-open the browser)
- Click on “INDIVIDUAL LOGIN”
- Select “ACCESS MY CLEARANCES”
- Read “Learn More” carefully and click “CONTINUE” when you are finished
- KEYSTONE KEY LOGIN should appear in the next window. Enter your Keystone ID (username) and the temporary password from your email and click “LOGIN”
- Follow the instructions on the next page to change your password, using the criteria listed and take note of it here, for future use. Then close the browser window.

*\*\*You will be able to use your Keystone ID user name and password for future background checks and other programs available online for the state of Pennsylvania.*

### Section B: Creating a Clearance Application

- Proceed (or return) to <https://www.compass.state.pa.us/cwis/public/home> (Re-open the browser)
- Click on “INDIVIDUAL LOGIN” and select “ACCESS MY CLEARANCES”
- Read “Learn More” and click “CONTINUE” when you are finished
- KEYSTONE KEY LOGIN should appear in the next window, enter your username and password and click “LOGIN”
- Read the Terms and Conditions and then select the appropriate bubble and click “NEXT” in the lower right hand corner.
- Click “CREATE CLEARANCE APPLICATION”, read “Getting Started” and click “BEGIN”.
- APPLICATION PURPOSE will appear. Select “Volunteer Having Contact with Children.” Choose volunteer type as: “other” and type the agency name: “St. Luke’s University Health Network.”
- Continue to enter the requested information on each page, clicking on “NEXT” at the bottom of each section.
- Once you have completed and reviewed your application, you will be asked to sign it electronically using only your first and last name. Check the box (with terms) and click “SUBMIT APPLICATION”.
- You will be notified via the email address provided when results are ready (*it can take up to 14 days to process*). Upon receipt of this email, log back in to your account, click on the “e-clearance” link and save or print the results / certificate for the clearance application. When you are finished, close all browser windows to ensure that you have logged out of all accounts.
- *Please email your certificate to [volunteers@sluhn.org](mailto:volunteers@sluhn.org) upon receipt.*

### **Pennsylvania State Police Background Check Instructions**

- Visit <https://epatch.pa.gov/home>
- Click on “New Record Check (Volunteers Only)”. Read the Terms and Conditions, check the acknowledgment box and then click “Accept”
- Type Volunteer Organization Name “St Lukes University Health Network”, then enter your personal information.
- Verify the information and click “Proceed”
- Complete the online Record Check Request Form with your information and click “Enter this Request”.
- After reviewing the information, click “Submit”
- Click on the control number to view and print/save your results.
- Please email your certificate to [volunteers@sluhn.org](mailto:volunteers@sluhn.org) upon receipt.

### **FBI Criminal Background Check for Volunteers (please complete ONLY if informed you should complete)**

1. Visit <https://uenroll.identogo.com/> to register your personal demographic information (name, address, SSN, etc.)
2. The Service Code to use is **1KG6ZJ**.
3. Click on Schedule or Manage Appointment and complete all required information. You will be directed through several screens. One screen will ask if you have an authorization code (coupon code), select No.
4. In the Employer Field, type *St Lukes University Health Network* (please do not add any punctuation, only letters).
5. In the address field, please enter *801 Ostrum St Bethlehem PA*
6. The last screen will prompt you to locate the area you live closest to and then to register a time/day for your fingerprints to be scanned. Make sure to print a confirmation of submission and take with you to the screening site, along with the photo ID you indicated during registration that you would present. There is also an option to request the certificate be emailed to you. We strongly recommend selecting that option for faster completion.
7. Payment (\$26 - 30) will be charged either while registering or at the fingerprinting site.
8. Upon arrival at the fingerprint appointment, your identity will be verified with a qualified State or Federal photo ID and all ten fingers will be scanned. The entire process should take no more than three to five minutes.
9. The scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
10. Pennsylvania Department of Human Services will receive the FBI Criminal History Record from the FBI. The Record will be printed on standard 8.5” X 11” paper that when copied will reveal “Void if Copied.”
11. Please provide the certificate to Volunteer Services. Please plan accordingly and allow 10 -14 days prior to the date your paperwork is due for FBI Criminal History Record to be processed. Volunteers will not be eligible to begin their volunteer work if the FBI Criminal History Record has not been returned in the required time frame.

Telephone registration is available using their phone tree. Please follow these steps:

- Dial 1-844-321-2124, wait for prompt system to start
- Press 2 for Identigo and wait for the next prompt
- Press 19# to select fingerprints in Pennsylvania and wait for the next prompt
- Press 1 to continue in English and wait for the next prompt
- Press 6 for other inquiries.
- You will then be transferred to the customer service representative who can capture your information.
- Provide service code **1KG6ZJ** to the agent you speak with.
- Follow steps 4 – 12 as listed above.