***\*\*\*REQUIRED\*\*\****

***Child Abuse Clearances***

***\*\*If you are a volunteer ALL clearances will be free of charge***

This is for volunteers only:

Step 1. Click on this link -- <https://www.compass.state.pa.us/CWIS>

Step 2. Click on **create individual account**, unless you have previously made an account.

Step 3. Fill out all of the required information, submit the form, and wait for your confirmation email to arrive.

Step 4. Once you have received your email with your temporary password, Click on this link -- <https://www.compass.state.pa.us/siteminderagent/forms/logincitizen.fcc?TYPE=33554433&REALMOID=06-d78c564c-f651-4c26-9add-61431090a384&GUID=0&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-ikBuGkaUa%2fHVulVYt%2fASpP7%2f5BJsOm79j2L5zLAA5vrBiF5UHKOs%2fcBPuH6u0pG3&TARGET=-SM-https%3a%2f%2fwww%2ecompass%2estate%2epa%2eus%2fCWIS%2fClearances%2fTermsandConditions>

Step 5. Log in using the username you created and the password you received in the email.

Step 6. Change your password to one of your choosing.

Step 7. Click on this link -- <https://www.compass.state.pa.us/siteminderagent/forms/logincitizen.fcc?TYPE=33554433&REALMOID=06-d78c564c-f651-4c26-9add-61431090a384&GUID=0&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-ikBuGkaUa%2fHVulVYt%2fASpP7%2f5BJsOm79j2L5zLAA5vrBiF5UHKOs%2fcBPuH6u0pG3&TARGET=-SM-https%3a%2f%2fwww%2ecompass%2estate%2epa%2eus%2fCWIS%2fClearances%2fTermsandConditions>

Step 8. Log in again with your username and **NEW** password that you just created

Step 9. Click on **Create Clearance Application**

Step 10. Click on **begin** on lower right corner

Step 11. Click on the very first option. i.e. 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.

Step 12. Click **other** in Volunteer category and **Cross Creek Community Church** in agency name, and then click **Next**

Step 13. Please fill out **ALL** information, **INCLUDIN**G your SSN and answer all of the questions they ask.

Step 14. Click on the check box on the eSignature page, and also type your name in the signature box.

Step 15. Click on **No** when it asks if there is a code for the application.

Step 16. Click on **Submit Application**

Step 17. Once you receive your clearance form back (should take 1-2 weeks) you **MUST** make a copy of it and bring it to the church office or email to the church at [info@crosscreekcc.org](mailto:info@crosscreekcc.org) with CHILD CLEARANCE for (your name) in the subject line.