

Instructions for Completing Clearances

CHILD ABUSE HISTORY CLEARANCE

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/cwis/public/home>
Complete the CHILD ABUSE HISTORY CLEARANCE FORM online.

As of December 31, 2014, this process can be completed online immediately. Cost is \$8 (may be waived for volunteers purposes). If you have questions, please visit:

<https://www.compass.state.pa.us/CWIS/Public/FAQ>

On this form the appropriate box to check for Purpose of Clearance is “Volunteer”.

ACT 34 (CRIMINAL RECORD CHECK)

Visit: <https://epatch.state.pa.us/RecordCheckHome.jsp>

At the top of the page, select “New Record Check” (VOLUNTEERS ONLY). When completed, click on the “Certification Form” button and print the results page with the state seal watermark. Because you will be doing community service-learning and volunteer service during your education, you may select the “Volunteer” option. The cost for this is free. If you know where you will be doing community service-learning/volunteer work already, please list the name of this organization. If not, you may list Millersville University, School of Social Work. If you are unable to complete the online transaction for the Criminal 34

Record Check you may fill out a hard copy and mail it to the appropriate address listed on the form. It may take 4-6 weeks to receive your record check. It is highly recommended that you complete this application online as you will receive your results instantly.

Adapted from Millersville University’s Social Work MSW Field Manual, 2020-2021