

How To Apply/Obtain New Background Checks

- Act 34 – PA Criminal Clearance
 - Apply online at <https://epatch.state.pa.us/Home.jsp>
 - Pay with credit/debit card (\$10.00)
 - Results should be instantaneous unless they are “under review” in which case note your reference number and date of application and use that information to check back on the “epatch” website periodically until your results are available
 - Print and submit the certification form to Barb Conville
 - Apply by mail - Paper application for this clearance are available in the District Office
 - Include \$10.00 money order and mail as directed on the form
 - Processing time is a minimum of 3 weeks
 - Submit a copy of the results to Barb Conville
- Act 151 – PA Child Abuse Clearance
 - Apply online at <https://www.compass.state.pa.us/CWIS>
 - You will need to create an account with a valid email address to apply in this manner
 - Processing time is unknown since this is a new procedure
- Act 114 – FBI Fingerprint Report (Must be through Dept. of Education NOT Dept. of Welfare)
 - Apply online at <https://www.pa.cogentid.com>
 - This link will take you to the Dept. of Education’s area of the Cogent website
 - Register and pay with credit/debit card (\$28.75)
 - Print your receipt and take it to a fingerprint location with a form of ID and get fingerprinted
 - You can view the map of fingerprint locations to find the nearest to you
 - Submit a copy of your receipt to Barb Conville. The receipt shows a TCN number that is used by school personnel to view your results online and then the results are printed for your file
 - No other process is available to apply for this clearance

Please contact Barbara Conville in the Administration Office at 570-544-1400, Ext. 1009 or bconville@battlinminers.com if you have any questions.