

How To Apply/Obtain New Background Checks

Links to apply for new clearances are available on the www.battlinminers.com website for your reference.

- Act 34 – PA Criminal Clearance
 - Apply online at <https://epatch.state.pa.us/Home.jsp>
 - Pay with credit/debit card (\$22.00)
 - 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 – form attached
 - Include \$22.00 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
 - Pay with credit/debit card (\$13.00)
- Act 114 – FBI Fingerprint Report
 - Apply online at <https://uenroll.identogo.com/>

This link will take you to the PA IdentoGO fingerprint registration screen. Enter the Service Code as **1KG6XN**

 - Choose Schedule or Manage an appointment
 - Complete the 9 page application online
 - Print appointment information and take necessary items to the fingerprinting appointment with you
 - Submit a copy of your receipt to Barb Conville. The receipt shows a EU Id number that is used by school personnel to view your results online and then the results are printed for your file
 - Pay with credit/debit card (\$22.60)
- Act 126 – Mandated Reporting
 - Apply online at <http://reportabusepa.pitt.edu>

This link will take to the online Mandate Reporter system. You will need to create a username and a password will be given to you. This is a 3 hour online session that you will print a certificate of completion at the end of the tutorial. This certificate will need to be kept on file. Employees must renew this clearance every 60 months.

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

CGMcB/bjc

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