

## **(FBI) FEDERAL CRIMINAL HISTORY RECORD**

Act 114 of 2006 amended the Public School Code and placed clearance requirements on employees hired as of April 1, 2007.

Act 15 of 2015 amended the clearance requirements to require background checks be performed upon initial hire and then renewed every 60 months.

### **The Fingerprint-Based Background Check is a Multiple-Step Process:**

1. **Registration** - The applicant must register prior to going to the fingerprint site. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at [uenroll.identogo.com](http://uenroll.identogo.com). Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8:00 AM to 6:00 PM. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again. **The Service Code for EMPLOYMENT is 1KG6XN. The Service Code for VOLUNTEER is 1KG6Y3.**

2. **Payment** - The applicant will pay the fee (at time they are fingerprinted) for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site. No cash transactions or personal checks are allowed.
3. **Fingerprint Locations** - After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at [uenroll.identogo.com](http://uenroll.identogo.com). The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.

**THE APPLICANT MUST PROVIDE THE UEID NUMBER TO THE SCHOOL DISTRICT** to enable the School District to officially view the Criminal History Record information online.

**THE FBI FEDERAL CLEARANCE IS IN ADDITION TO THE PA STATE POLICE CRIMINAL HISTORY CLEARANCE and the CHILD ABUSE CLEARANCE.**