

ST. MARYS AREA SCHOOL DISTRICT
FBI FEDERAL CRIMINAL HISTORY RECORD CHECK INSTRUCTIONS

Act 114 of 2006, was amended effective April 1, 2007 to require **ALL** new employees of public and private schools, Intermediate Units and area vocational-technical schools, student teachers, prospective employees, substitutes, janitors, cafeteria workers, office employees and independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check and their Federal Criminal History Record. Identogo is the administrator of the Federal fingerprinting.

REGISTERING:

Applicants must register online *or* over the phone prior to going for fingerprinting.

- The website address to register is: <https://uenroll.idento.com> which is available 24 hours/day, seven days/week. The phone number to call to register is 1-844-321-2101, Monday – Friday 8am – 6pm EST.
- When registering, an applicant must use an agency specific service code. The code for PDE for public schools is: 1KG6XN.

It is imperative that the correct code is used to register or your clearance will not be pulled and you will have to start the process over. Fingerprint requests processed through any other agency cannot be accepted and are not transferrable.

PAYMENT:

The applicant will pay a fee of ~~\$23.85~~ for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Payment is made at the fingerprinting site. Major credit cards as well as money orders or cashier's check payable to Morpho Trust will be accepted on site. No cash transactions or personal checks are allowed.

FINGERPRINT LOCATIONS:

After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of fingerprint sites and days and hours of operation for each site are posted at <https://uenroll.identogo.com>.

- *Nearest to the St. Marys Area School District: Grace's Notary 159 Main Street Ridgway, PA 814-772-0898*

FINGERPRINTING:

At the fingerprint site the Enrollment Agents manages the fingerprint collection process. The fingerprint agent will review your qualified State or Federal photo ID. A list of approved ID types may be found at <https://uenroll.identogo.com>. Applicants will not be processed if they cannot produce an acceptable ID. After identity is established, all ten fingers are scanned to complete the process. The entire process should take no more than 5 minutes.

REPORTING:

Applicants must present their UEID to the hiring entity. This is on the receipt provided to you after fingerprinting. Keep this receipt. This allows an applicant to provide multiple employers with their UEID. If the applicant loses their receipt, the applicant can visit <https://uenroll.identogo.com>. Applicants will receive an unofficial copy of their report. The school is required to review the official CHRI online and print a file copy for file storage if the applicant is hired by the school or their contractor or if the applicant is approved for student teaching.

Hints:

- Website to register: <https://uenroll.identogo.com>
- Phone Number to register: 1-844-321-2101
- Service Code for Public Schools: **1KG6XN**
- Cost: ~~\$23.85~~ Paid at the fingerprint site. Acceptable payments are: Credit Card, Money Order, Cashier's check made payable to Morph Trust. No cash or personal checks.
- Ensure you have proper forms of ID with you when you get your fingerprints taken. Visit: <https://uenroll.identogo.com> for a list of acceptable IDs.
- We cannot accept fingerprints from other agencies.