FBI Federal Criminal History Background Checks (Act 114 Clearance - CHRI)

APPLICANT INSTRUCTIONS

Fee: *$25.25; applicants will be provided a paper copy of the report at no extra cost*
Fee is payable to IDEMIA.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration -** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. 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. **THE SERVICE CODE FOR PUBLIC SCHOOL DISTRICT EMPLOYEES (PDE AGENCY) IS 1KG6XN.** *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.

2. **Payment** - The applicant will pay a fee of $25.25 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 for those applicants who are required to pay individually. 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 the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com. The location nearest to the Williamsport Area School District is located at the following address:

   > 280 Kane St.
   > Suite 2
   > South Williamsport, PA 17702-7166
   >
   > Hours: Monday – Saturday 8 am – 12 pm

3. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's

qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at https://uenroll.identogo.com . Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

4. **Report Access** – For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the UEID number and not assigned to a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (https://uenroll.identogo.com/) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

   Applicants will receive an unofficial copy of their report. However, the school is required to review the official CHRI online and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

FINGERPRINT PROCESSING AND STORAGE

Applicants must provide the UEID to the School District where they will use this information to access the background report. It is not necessary to wait for the mailed clearance, reports can be accessed by the employer using the UEID # when the fingerprinting is complete.

The applicant's scanned fingerprints and registration information will be electronically transmitted by IDEMIA via IDEMIA's approved channeling process directly to the FBI. The fingerprints are run against the FBI database, and the report is sent directly from the FBI back to IDEMIA. Currently, IDEMIA maintains the reports for **five years** from the date of the report on a secure server (accessible by authorized representatives). After five years, the reports are destroyed. Neither PDE or the FBI or IDEMIA stores an applicant's fingerprints. If an applicant is required to obtain a new report, the applicant must be fingerprinted again in order to obtain the report.

IMPORTANT NOTE: School entities are **not** permitted to print a copy of an applicant's report for the applicant's personal reference.