PENN MANOR SCHOOL DISTRICT CLEARANCE PROCESS

THE CLEARANCE REGISTRATION PROCESS IS TO BE UTILIZED BY ALL EMPLOYEES, PROSPECTIVE EMPLOYEES, INTERNS, STUDENT TEACHERS, VOLUNTEERS (WHO HAVE NOT LIVED IN PA FOR A CONSECUTIVE 10 YEAR PERIOD-FBI ONLY), AND OUTSIDE AGENCIES DOING WORK IN THE DISTRICT.

REQUIRED CLEARANCES

All prospective Employees, Interns, Student Teachers, and outside agencies doing work in Penn Manor School District:

Must obtain a Child Abuse Clearance ($13.00), a Pennsylvania Criminal Clearance ($22.00), and an FBI Federal Criminal History Clearance - fingerprint background check - ($25.25) **prior to working in the District.** As of January 1, 2015, everyone must obtain new clearances **every five years**.

All Volunteers:

Must obtain a Child Abuse Clearance (Free for Volunteers), a n d a Pennsylvania State Police Criminal Clearance (Free for Volunteers). **In addition, if you have not lived in PA for a consecutive 10-year period, an FBI Federal Criminal History Clearance - fingerprint background check ($25.25) is required, prior to volunteering.** As of January 1, 2015, everyone must obtain new clearances **every five years**.

INSTRUCTIONS FOR OBTAINING REQUIRED CLEARANCES:

FBI FEDERAL CRIMINAL HISTORY CLEARANCE:

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

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 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 employment 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.

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 of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

Fingerprinting - At the fingerprint site, fingerprint transaction begins with a review of the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types 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.

Report Access – For the public schools to access the official report via the electronic system, applicants must provide their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). Applicants will receive an unofficial copy of their report for their records.

ACT 34 –PA STATE POLICE CRIMINAL RECORD CHECK

Go to https://epatch.pa.gov/home Please be sure to select the appropriate type of clearance for educational institutions (**Employment**). You will need a credit card for the $22.00 fee. Verification will be obtained immediately. Applicants **MUST** provide the employer with the original form.

ACT 151- PA CHILD ABUSE HISTORY CLEARANCE

Go to https://www.compass.state.pa.us/CWIS.   You will need to create an account first. After creating your account you will receive an email with your password in order to log in to the website and complete the clearance application.

Please be sure to select the appropriate type of clearance for educational institutions (**Employment**). You will need a credit card for the $13.00 fee. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both.

Once received, applicants **MUST** provide the employer with the original clearance form.

Please call Theresa Chiodi, Director of Human Resources, if you have any additional questions (717) 872-9500, ext. 2247.