

## MIDD-WEST SCHOOL DISTRICT

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### PA PUBLIC SCHOOL CLEARANCE PROCEDURES

Act 34 of 1985 (Criminal Record Check through the PA State Police), Act 151 of 1994 (Child Abuse History Clearance, PA Department of Welfare) and Act 114 of 2006 (FBI Federal Criminal History Record) require all applicants for employment with PA public schools to undergo background checks, which shall be no more than one year old at the time of employment.

**ACT 34 CRIMINAL RECORD CHECK** —paper/mail process with form #SP4164, available at school district office or online at [www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275](http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275) .

- Requester Name: applicant fills in own name and address.
- Requester Identification: select individual/noncriminal justice agency box.
- Reason for Request: select employment box.
- Fee/Mailing – \$10.00 certified check or money order. Personal checks will not be accepted. Send the completed form with payment to the Pennsylvania State Police Central Repository. The address is on the form, bottom right side.
- Processing time may be up to 4 weeks.

#### **P.A.T.C.H. (online process for Act 34):**

- Fee: \$10.00 by using a credit/debit card.
- Go to internet website <https://epatch.state.pa.us>
- Select —Submit a New Record Check||. Read and click —Accept|| on the —Terms and Conditions...|| page, and follow instructions on web page.
  - Applicant should fill in his/her own name and address for the —Record|| status request lines.
  - If the results are —No Record|| you should receive this response immediately. Print out the —Invoice|| with a copy of the State seal embedded on the paper.
  - If the response is —Request Under Review, or Pending||, you must periodically check back with the website until your request is processed. Results of —Record|| will be mailed to the applicant and may not be printed.

**ACT 151 CHILD ABUSE HISTORY CLEARANCE**—paper/mail process with form #CY113, available at school district office or online at <https://www.compass.state.pa.us/cwis/public/home>

- To process this request online, applicant must create an individual account • Applicant Identification: applicant fills in own name and address.
- Purpose of Clearance: select school box.
- Fee/Mailing: \$10.00 money order. Personal checks will not be accepted. Send the completed form with payment to the Childline and Abuse Registry. The address is on the form, top right. Processing time estimated up to 3 weeks.

**ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD**—fingerprint scanning process

([PDE](#) > [Teachers & Administrators](#) > [Background Checks](#) > Federal Criminal History Background Checks)

## Applicant Procedures

Fee: \$22.60; All applicants will now receive an unofficial copy of their report. 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. 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 \$22.60 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.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This new option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, visit the website <https://www.identogo.com/locations/pennsylvania> and download an application.

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 <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. 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.
4. **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. 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.
5. **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.