

# IdentoGO

Go to : <https://uenroll.identogo.com>

Or Call

[1-844-321-2101](tel:1-844-321-2101)

The email you receive with the link to your unofficial copy is a onetime link, it cannot be opened more than once.

Please make sure you are able to print your unofficial copy at that time.

Fee: \$23.85; All Applicants will now receive an unofficial copy of their report. (Please note the link is available only for **ONE-TIME** access only, and once accessed will no longer be valid. You should access this link from a device that will allow you to download, print or save your results at that time.) Fee is payable to IDEMIA.

Applicants must present their UEID # to the hiring entity (shown on the receipt provided after fingerprint registration.)

## Enter your Service Code to get started.

1KG6NX

**GO**

**Pennsylvania PDE-Area Vocations Technical Schools (AVTS): 1KG6NX**

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Click "**Schedule or Manage Appointment**"

-Schedule and in-person appointment or change an existing appointment.

-Fill in required information

## LOCATION OF ENROLLMENT CENTER:

**Butler, PA**  
100 Center Ave.  
Butler, PA 16001

**Hours:**  
Monday, Tuesday, Thursday: 01:00-05:50 PM  
Saturday: 09:00 AM – 02:50 PM

**Wexford, PA**  
3000 Stonewood Dr.  
Ste 100  
Wexford, PA 15090-8317

**Hours:**  
Tuesday - Friday: 09:00 AM - 12:00 PM  
Tuesday-Friday: 01:00 PM – 04:00 PM  
Saturday: 09:00 AM – 03:00 PM

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**Grove City, PA**  
453 Maple St  
Grove City, PA 16127-2324

**Hours:**  
Monday - Friday: 08:00 AM - 03:40 PM

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**New Brighton, PA**  
2236 3<sup>rd</sup> Ave.  
New Brighton, PA 15066-3205

**Hours:**  
Tuesday - Thursday: 04:00 PM - 07:00 PM  
Saturday: 07:00 AM – 11:00 AM

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**Leechburg, PA**  
511 Hyde Park Rd.  
Leechburg, PA 15656-8969

**Hours:**  
Monday - Friday: 11:00 AM - 03:00 PM

**Pittsburgh, PA**  
4885 McKnight Rd.

**New Castle, PA**  
22 N Mill St.  
New Castle, PA 16101-3610

**Hours:**  
Monday – Friday: 09:00 AM – 12:30 PM  
Monday – Friday: 02:00 PM – 04:00 PM

**Monaca, PA**  
147 Poplar Ave.  
Beaver Valley Intermediate Unit  
Monaca, PA 15061-2585

**Hours:**  
Monday - Friday: 09:00 AM – 02:30 PM

**Sewickley, PA**  
625 Blackburn Rd.  
Sewickley, PA 15143-1470

**Hours:**  
Monday, Tuesday, Thursday: 10:00 AM – 01:30 PM  
Wednesday: 10:00 AM – 01:00 PM

**Pittsburgh, PA**  
8384 Frankstown Ave.  
Pittsburgh, PA 15221-1375

**Hours:**  
Monday – Friday: 09:30 AM – 04:00 PM

**Murrysville, PA**  
5250 Logan Ferry Rd.

Pittsburgh, PA 15237-3400

Murrysville, PA 15668-9727

Hours:

Monday – Friday: 11:20 AM – 04:20 PM

Hours:

Monday – Friday: 09:00 AM – 04:00 PM

# FEDERAL CRIMINAL HISTORY BACKGROUND CHECKS

**The Commonwealth of Pennsylvania has changed to a new electronic fingerprinting vendor, IDEMIA, for Federal Bureau of Investigation (FBI) criminal history background checks.**

**IDEMIA, will begin processing FBI criminal history checks on November 28, 2017.**

**Federal Criminal History Background Checks required by Act 114 of 2006, 24 PS 1-111 as amended (Act 61 of 2008)**

## Background

As of April 1, 2007, Act 114 of 2006 has required that ALL prospective employees of public and private schools, including their independent contractors and their employees, but excluding employees who do not have direct contact with students, undergo background checks. Applicants are required to submit their background check reports to their prospective public and private school employers. The law also requires student teachers to undergo background checks and present their reports to their higher education institution prior to field experience. There are three required background checks for ALL applicants:

- State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI Report\*\*

ALL public and private schools are required to review the background check reports, including the federal criminal history record information (CHRI) reports of all prospective employees and independent contractors who will have contact with children. The higher education institution administrator is responsible for reviewing the reports of prospective student teachers. The school/higher education administrator must make a determination regarding the fitness of the individual to work in a position where he or she will have contact with children. The review and fitness determination is required PRIOR to the applicant working in a school.

\*The PA State Police report has been required for applicants for school employment since 1986.

\*\*Prior to April 1, 2007, the Federal Criminal History Report was only required in PA schools for out-of-state applicants. The CHRI is the result of an FBI fingerprint-based background check. Act 114 requires the report to be reviewed in a manner prescribed by PDE.

## GENERAL REQUIREMENTS

The Act requires that all of the following individuals who will have direct contact with children (as defined in 22 Pa. Code § 8.1) provide to their prospective employer a copy of their Federal Criminal History Record, PA State Police Report and DPW Child Abuse Report that cannot be more than five (5) years old at the time of hire.

- Student teachers (participating in classroom teaching, internships, clinical or field experience),
- Prospective employees of public and private schools, Intermediate Units and Area Vocational-Technical Schools (including, but not limited to: administrators, teachers, substitutes, custodians, cafeteria workers and office employees), and
- Independent contractors and their employees (including, but not limited to: bus drivers, PIAA Sports Officials, and construction workers).

Prospective employees/student teacher candidates/contractors and their employees, hereafter referred to collectively as applicant, are to submit with their employment application State and Federal criminal history reports **(for the Federal Criminal History Report the applicant is to submit their Universal Enrollment ID**

**(UEID)** or a copy of the completed form/request. Criminal history reports (results of background checks) shall be no more than five years old at the time of hire.

Administrators shall require each applicant to produce the original criminal history reports prior to employment or follow appropriate procedures to employ applicants on a provisional basis, until the report is received and reviewed. Student teacher candidates are to submit their criminal history reports to the administrator of the educator preparation program prior to participation in any classroom teaching, internship, or clinical or field experience.

Provided all conditions listed in the Law are met, when the applicant provides a copy of the completed UE form to the administrator, the administrator may employ applicants on a provisional basis for a single period not to exceed 90 days (see the **PROVISIONAL HIRE** section)

An administrator or other person responsible for employment decisions in a school or other institution under this section who willfully fails to comply with the provisions of this section commits a violation of this Act and shall be subject to civil penalty. A civil penalty shall not exceed \$2,500. Procedures that will be followed by staff of the School Services Unit when investigating alleged violations of 24 PS 1-111 are contained in Basic Education Circular 24 PS 1-111 Violations of Background Checks.

## **APPLICANT PROCEDURES**

The FBI background check will be increasing effective January 1, 2019. **The new fee will be \$23.85.** All applicants will receive an unofficial copy of their report via email (**Please note the link is available only for ONE-TIME access only, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time**). 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>**Opens In A New WindowOpens In A New Window**. 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 \$23.85 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, you will need to complete an [applicationOpens In A New Window](#) with IDEMIA.

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.comOpens In A New WindowOpens In A New Window>. 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/Opens In A New WindowOpens In A New Window> ) 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.