Union City Area School District

107 Concord Street
Union City, Pennsylvania 16438

FEDERAL CRIMINAL HISTORY BACKGROUND CHECKS(FINGERPRINTS)

The Commonwealth of Pennsylvania has changed to a new electronic fingerprinting vendor, IDEMIA, for Federal Bureau of Investigation (FBI) criminal history background checks. IDEMIA began processing FBI criminal history checks on November 28, 2017.

APPLICANT PROCEDURES

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

1. **Registration required**- The applicant must register prior to going to the fingerprint site. Walk-in service is permitted 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**. Telephone 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 online, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. **The service code for PA Public School Districts is 1KG6XN.** 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 the fee 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 permitted*.

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.

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. A list of approved ID type may be found on the IDEMIA website at https://uenroll.identogo.com and are attached for your convenience. **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.

An Equal Rights and Opportunities Agency

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 Universal Enrollment ID (**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 Criminal History Record Information (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
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.

FINGERPRINT CORRECTIONS AND RESUBMISSIONS
In some cases, a classifiable fingerprint record cannot be obtained. Immediately upon indication, IDEMIA will take corrective action to notify the applicant of the need to re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time that is convenient for the applicant. IDEMIA will contact the applicant directly via email should a re-print be necessary. NOTE: Reprinting can be applied to each applicant one time only.

If the applicant's fingerprints are unable to be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE.   Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. This process takes 4 – 6 weeks; please allow ample time for fingerprinting.

==*See next page for local fingerprinting locations, dates of initial operation, and hours of operation.*==

Local IdentoGO Fingerprint Site Locations

LOCATION	DATE OPEN	HOURS OF OPERATION
Erie County Technical School 8500 Oliver Road Erie, PA 16509	December 6, 2017	Monday-Thursday 9:00 a.m. – 6:00 p.m. Friday – 9:00 a.m. – 3:00 p.m.
Northwest Tri-County Intermediate Unit 252 Waterford Street Edinboro, PA 16412	December 8, 2017	Monday-Friday 8:30 a.m. to 4:00 p.m.

2323 West 38th Street
(between Zuck Road and Pittsburgh Avenue)
Erie, PA   16506
	November 28, 2017	Monday-Friday
		   8:30 a.m. to 12:00 p.m.
		   12:30 p.m. to 4:30 p.m.

The Arc of Crawford County, Inc. 222 Chestnut Street (behind the Downtown Mall) Meadville, PA 16335	November 30, 2017	Monday-Friday 12:00 p.m. to 4:00 p.m.

Entities are likely closed on legal holidays. Individuals are welcome to walk in, but those who have made appointments through Idemia will be served first and walk-ins will be served between those with appointments.

IdentoGO®

Fingerprint Service Code Form

Service Name: School Districts

To Schedule your ten-minute fingerprint appointment, simply visit
https://uenroll.identogo.com and enter the following Service Code

1KG6XN

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

➢ Driver's License issued by a State or outlying possession of the U.S.
➢ Driver's License PERMIT issued by a State or outlying possession of the U.S.
➢ ID card issued by a federal, state, or local government agency or by a Territory of the United States
➢ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
➢ Commercial Driver's License issued by a State or outlying possession of the U.S.
➢ Canadian Driver's License
➢ Department of Defense Common Access Card
➢ Employment Authorization Card/ Document (I-766) with Photo
➢ Foreign Driver's License (Mexico and Canada only)
➢ Foreign passport
➢ Military Dependent's Identification Card
➢ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
➢ U.S. Coastguard Merchant Mariner Card
➢ U.S. Military Identification Card
➢ U.S. Passport
➢ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
➢ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
➢ Uniformed Services Identification Card (Form DD-1172-2)
➢ Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**