

BERLIN BROTHERSVALLEY SCHOOL DISTRICT 1025 MAIN STREET BERLIN, PENNSYLVANIA 15530-1498 814-267-4621 • FAX: 814-267-6060 "HOME OF THE MOUNTAINEERS"

Dr. David F. Reeder Superintendent Lori Gindlesperger Business Manager

Instruction for Volunteer Clearances

1. <u>PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE ACT 151</u>

ELECTRONIC SUBMISSION - COST FREE

Child Abuse History Clearance Online: <u>https://www.compass.state.pa.us/CWIS</u> You must create an account or log in if you already have an account. **Note: you will need an email address to create an account.** Creating an account and submitting your clearance application online will give you access to your results or the status of your results.

2. <u>ACT 34 – PA STATE CRIMINAL HISTORY CLEARANCE INFO</u>

ELECTRONIC SUBMISSION -FREE

PATCH <u>https://epatch.state.pa.us/</u> Click New Record Check (volunteers only), fill out the information, follow the rest of the directions and Print a copy.

If you do not have internet access, or you would like to submit Act 34 form and/or Act 151 through the mail. Please call 267-4621 and we will forward you the paperwork.

IF APPLICABLE- IF YOU HAVE NOT BEEN A RESIDENT OF PA THE LAST TEN YEARS

3. IMPORTANT ACT 114 FBI CLEARANCE INFORMATION

ELECTRONIC SUBMISSION -COST \$22.60

Registration is online at https://uenroll.identogo.com. The attached paper will give detailed instructions as this process changed November 28, 2017.

CODE: 1KG6XN

You must register online and then go and get your fingerprints taken.

IdentoGO

English 🗸

	Enter your Service	e Code to get start	ed.
	Enter Code	GO	
	Don't know y	our Service Code?	
	Contact your a	gency or click here.	
Idento	GO® has a growing number of convenient loci	ations across the U.S. to meet you	r identity-related needs.
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	We provide the follo	owing additional services:	
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State History Check	Finger	print Cards	Photo Services
Request a copy of your criminal history reco from a participating State.	ord Collect your fingerprin	nt images for a fingerprint (FD-258)	Two professional 2x2 photos for passport and visa documents.
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FBI FINGERPRINT CLEARANCE

Effective November 28, 2017 the PDE has changed vendors for FBI fingerprint clearance processing from Cogent to IDEMIA.

https://uenroll.identogo.com/

Cost is \$22.60

Registration is required in order to have fingerprints taken.

- Go to IDEMIA's website: <u>https://uenroll.identogo.com/</u>
- Enter Service Code "1KG6XN"
- 3. Press Continue
- Select Schedule or Manager Appointment
- 5. Enter Name, Birthdate, Email and Phone number

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FBI FINGERPRINT CLEARANCE CONT.

- 6. Create a Security Question and Answer (notate for future reference)
- 7. Enter Citizenship Information
- 8. Enter answers to **Personal Questions**
- 9. Enter Personal Information

IdentoGO



G6XN - Pennsylvania	a PDE-School Districts	
Documents	Location Date and	Time
Select a preferred date and time for y appointment for the available times or Appointment Date and Tir	our appointment at the specified location. The all appointments are booked, click the Bac ne (first available displayed by	 Required Fields Required Fields K button below, to select another location.
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IdentoGO 8158 Perry Hwy Pittsburgh, PA 15237		
X Cancel		< Back Submit >
	2017 @ IdentoOC	All rights reserved

FBI FINGERPRINT CLEARANCE CONT.

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- 10. Enter Address
- 12. Choose Document that you will bring with you for ID
- 13. Select Location
- 14. Schedule Appointment
- 15. Submit Registration
- 16. Print Confirmation
- 17. Payment is processed when prints are taken
- 18. Provide UEID to employer once prints have been processed