



BERLIN BROTHERSVALLEY SCHOOL DISTRICT
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“HOME OF THE MOUNTAINEERS”

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Superintendent

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Instruction for Volunteer Clearances

1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE ACT 151

ELECTRONIC SUBMISSION –COST FREE

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

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. ACT 34 – PA STATE CRIMINAL HISTORY CLEARANCE INFO

ELECTRONIC SUBMISSION –FREE

PATCH <https://epatch.state.pa.us/> 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.

Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?
Contact your agency or [click here.](#)

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

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

State History Check
Request a copy of your criminal history record from a participating State.

Fingerprint Cards
Collect your fingerprint images for a fingerprint card (FD-258).

Photo Services
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.

1. Go to IDEMIA’s website:
<https://uenroll.identogo.com/>
2. Enter Service Code “1KG6XN”
3. Press Continue
4. Select Schedule or Manager Appointment
5. Enter Name, Birthdate, Email and Phone number

Service Code Lookup

Your Service Code is **1KG6XN**

At Identogo, we are proud to provide enrollment services for thousands of agencies nationwide. The best way to ensure you enroll for the correct service is to obtain the correct Service Code directly from your agency or hiring organization. You are responsible for ensuring you enroll for the correct service.

Should you enroll for the wrong service, your record cannot be transferred, you will be required to enroll again, and you will incur additional costs for doing so. If you are uncertain this is the correct Service Code, please contact your agency or hiring organization directly.

[Continue](#)

1KG6XN - Pennsylvania PDE-School Districts

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Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

1KG6XN - Pennsylvania PDE-School Districts

Essential Info → Additional Info → Citizenship → Personal

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name * Middle Name (or NMN if no middle name)

* Last Name Suffix:

Date of Birth

* Date of Birth * Confirm Date of Birth

* Method of Contact (email is required)

* Email * Confirm Email

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Essential Info > Additional Info > **Citizenship** > Personal Questions > Personal Info

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

* Required Fields

Agency Identifiers

* Create a security question

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

* Enter an answer for your security question

You will have to supply this answer to your question to access your unofficial criminal history information

Cancel

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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

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Essential Info > Additional Info > **Citizenship** > Personal Questions > Personal Info > Address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

* Required Fields

Citizenship

* Country of Birth

City of Birth

* Country of Citizenship

Cancel

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Additional Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Required Fields

* Have you ever used an alias?

 Yes No

* Is your mailing address the same as your residential address?

 Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

 Yes No

Cancel

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1KG6XN - Pennsylvania PDE-School Districts

Citizenship > Personal Questions > **Personal Info** > Address > Documents > Log Out

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

* Required Fields

Personal Information

 US Metric

* Height

 ft in

* Weight

 lbs

* Hair Color

* Eye Color

* Preferred Language (Receipts & other communication)

* Gender

* Race

* Ethnicity

Cancel

Back

Next

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

FBI FINGERPRINT CLEARANCE CONT.

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

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

15108

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	8156 Perry Hwy	241 appointments available	8.2 mi
> Wexford, PA	10521 Perry Hwy	0 appointments available	9.63 mi
> Monaca, PA	147 Poplar Ave	0 appointments available	12.24 mi
> Pittsburgh, PA	1699 Washington Rd	106 appointments available	13.13 mi
> Cheswick, PA	801 Freeport Rd	0 appointments available	19.37 mi

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date:

Select Time:

Walk In

Note: Scheduled appointments take priority over walk-ins.

Location Details:

IdentoGO
 8156 Perry Hwy
 Pittsburgh, PA 15237