

Federal Criminal History Record

(Formerly Act 114)

FEE: \$22.60

- 1) Apply on line at <http://uenroll.identogo.com> **(OR)**
- 2) Log on to the Penns Manor Area School District Website at pennsmanor.org
 - Click on the link EMPLOYEES
 - Click on BACKGROUND CHECKS
 - Click on FEDERAL CRIMINAL HISTORY RECORD (fingerprinting)
 - We ask that you please file under the PA Department of Education (PDE)**(OR)**
- 3) Phone Registration: 844-321-2101 or 855-845-7434

The fingerprint-based background check is a multiple step process.

- 1) REGISTRATION
 - Applicant must register prior to going to the fingerprint site
 - When registering on-line, please **USE SERVICE CODE**
1KG6XN - School District Employees
- 2) FINGERPRINT LOCATIONS
 - After completing the first 2 steps, you will proceed to the fingerprinting site of your choice for fingerprinting. (a list of local sites in our area is enclosed in this packet) Applicants are encouraged to schedule appointments.
- 3) FINGERPRINTING
 - At the site, the Enrollment Agent (EA) will review the applicant's qualified State or Federal photo ID before processing the transaction. Applicants will not be processed if they cannot produce an acceptable photo ID.
- 4) REPORT ACCESS
 - In order for the Penns Manor Area School District to access the official report via the electronic system, please present your UEID to the District Office.
 - Applicants will receive an unofficial copy of their report. **HOWEVER**, the school is required to review the official CHRI inline and print a file copy of the CHRI if the applicant is hired or approved for student teaching.

Revised 1/2/18

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IMPORTANT: Please be advised that effective at close of business ***November 18, 2017***, Cogent will no longer be providing fingerprint services for 'new applicants'. All 'new applicants' will be required to begin a new pre-registration with the new Commonwealth supplier, MorphoTrust, on November 28, 2017. Those unable to meet this deadline will be required to restart the process with the new Commonwealth supplier, MorphoTrust. (Registration information will not be transitioned to the new supplier; any unused registration files will be purged from the Cogent System and any payments will be issued refunds by Cogent.)

Applicants that have been notified their prints were rejected for quality purposes will have an additional time-period to complete the reprint process with Cogent. Any 'reprint applicants' who have not completed the reprint process with Cogent within this additional time-period, will be eligible to continue the reprint process with the new supplier. Please Note, 'reprint applicants' will have a limited time-period of 90 days to obtain their reprint services without charge. Additional information regarding that process or the new solution and start date will be forthcoming from the Department of General Services.

Applicants may visit the new supplier website at <https://www.identogo.com/locations/pennsylvania> or <https://uenroll.identogo.com/>.

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**

Local Fingerprinting Sites

Recommended

Tri- County Transportation
406 Magnolia Street
Northern Cambria, PA 15714
814-948-6537

ARIN IU 28
2895 W. Pike Road
Indiana, PA 15701
724-463-5300

Other Options

Cen-Clear Child Service
117 Elk Run Road
Punxsutawney, PA 15767
814-938-6340

Learning Lamp
2025 Bedford Street
Johnstown, PA 15904
814-262-0732

Alleghenies Unlimited Care
Providers
119 Jari Drive
Johnstown, PA 15904
814-262-9600

Advantage Resource Group
1600 Valley View Blvd.
Altoona, PA 16602
814-944-3571