

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CLEARANCE - PENNSYLVANIA (PA) CHILD ABUSE HISTORY CLEARANCE – STATE POLICE CRIMINAL HISTORY CLEARANCE PROCEDURE FOR EMPLOYEES/APPLICANTS

How to Register for an FBI Criminal Background Clearance

1. Applicant background checks are \$23.85. Payment may be made online at the time of registration using multiple forms of payment, including a debit or credit card. Payment may also be made with a Money Order at the fingerprint site. Money Orders must be made payable to Morpho Trust USA. Please note that an authorization code or business check will not be provided by the employer.

You can start the registration process online at <https://uenroll.identogo.com>. This will be the fastest way to get registered and is available 24 hours/day, seven days per week. All employees will enter the service code **1KG756** for Employee >14 Years Contact w/ Children.

- **To Get Started – Register online by accessing <https://uenroll.identogo.com>**
 - **Enter Service Code 1KG756 for Employee >14 Years Contact w/ Children**
 - **Select Schedule or Manage Appointment**
 - **Complete each screen, as required**
 - **Find fingerprinting location and schedule date/time for fingerprinting**
 - **Complete registration and take required document(s) to fingerprinting location, as scheduled**
2. Although the Identogo site in Washington, PA (see address below) may be a convenient location for some, employees may also have their fingerprinting completed at other locations that provide the same service. Other fingerprinting locations can be found online at <https://uenroll.identogo.com>.

Please note that fingerprinting completed by the Washington County Booking Center is not acceptable.

Identogo State Agency Enrollment (Caring Mission Home Care)
Washington Crown Center
1500 West Chestnut Street, Suite 744
Washington, PA 15301

Hours for Fingerprinting: Monday-Tuesday-Thursday-Friday 9AM-12:00PM & 1:00PM-4:30PM Wednesday 10:20AM-12:00PM & 1:00PM-4:30PM

Fingerprint Cards

Fingerprint cards may be the only option for **out-of-state** applicants or an option for applicants who are unable to be printed electronically within Pennsylvania. Below are the steps required to complete the fingerprint card process:

- **Go to your local police department to request fingerprints**
- **They will need to put the fingerprints on the FD258 cards; please request two (2) copies just in case one is rejected. Please also ensure that the cards include both a timestamp and location (name of police department)**
 - **If your local police department does not have FD258 cards, they can download them from the FBI's website at <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>**
- **Register online at www.uenroll.identogo.com**
- **Enter Service Code 1KG756 for Employee >14 Years Contact w/ Children**
- **Select Submit a Fingerprint Card**
- **Registrant will receive an e-mail that includes a bar code and address to submit cards/paperwork for processing**
- **Mail both fingerprint cards with the e-mail to the provided address. As the process begins when the cards/paperwork are received in Tennessee, please allow 4 to 6 weeks for processing after the cards/paperwork are received in Tennessee.**

Inquiries or Questions

All information regarding the process, policy and fingerprinting locations may be found at <https://uenroll.identogo.com> or by contacting 844-321-2124.

How to Register for a Pennsylvania (PA) Child Abuse History Clearance

Applicant background checks will increase are \$13.00. Employees and applicants that reside in Pennsylvania should follow either the electronic submission process or the paper submission process, as outlined below, to obtain the Pennsylvania (PA) Child Abuse History Clearance. The results, when received, either electronically or by mail, must be submitted to Human Resources. The option exists for registrants to receive the results by mail even though the option to register online was selected.

Out-of-state employees and applicants should submit a comparable Child Abuse History Clearance to Human Resources from the state in which they reside based on their state regulations.

Electronic Submission

Employees and applicants can register for the Pennsylvania (PA) Child Abuse History Clearance online at <https://www.compass.state.pa.us/CWIS>.

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Paper Submission

Paper submissions of the Pennsylvania (PA) Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Submit paper applications to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

Results

Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania (PA) Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days from the date that the application is received in the ChildLine Verification Unit.

Inquiries or Questions

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

State Police History Requirements for Out-of-State Employees/Applicants

Out-of-state employees and applicants should submit a comparable State Police History clearance to Human Resources from the state in which they reside based on the state regulations. Additionally, employees or applicants who have not resided in the state of Pennsylvania for the past two years, must submit a comparable State Police History clearance to Human Resources from the state in which they resided based on the state regulations.