Bermudian Springs School District

www.bermudian.org

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York Springs, PA 17372-8807
717-528-4113 or 717-624-4231

Shane D. Hotchkiss, Ed.D., Superintendent **Shannon L. Myers, Ed.D., Assistant Superintendent**

CLEARANCE INSTRUCTIONS

All Employees, Substitutes, and Volunteers of the Bermudian Springs School District must obtain a PA State Police Criminal Record Check, a PA Child Abuse History Clearance, and an FBI Federal Criminal History Clearance (fingerprint background check) prior to working in the District. As of January 1, 2015, all employees of the Bermudian Springs School District must obtain new clearances **every five years.**

Below are the detailed instructions for obtaining the three (3) required clearances:

1.) Act 34 – PA State Police Criminal Record Check

For Volunteers Only – This clearance is free for volunteers, but the free version cannot be used for employment purposes.

Go to https://epatch.pa.gov/home You will need a credit card for the $22.00 fee. Verification will be obtained immediately.

2.) Act 151 – PA Child Abuse History Clearance ****UPDATED****

For Volunteers Only – This clearance is free for volunteers, but the free version cannot be used for employment purposes.

Go to https://www.compass.state.pa.us/CWIS. You will need to create an individual account first. After creating your account, you will receive an email with your password. You will need this password to login to the website and complete the clearance application.

Please be sure to select the appropriate type of clearance for education institutions (School Employment). You will need a credit card for the $13.00 fee. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both.

3.) Act 114 – FBI Federal Criminal History Clearance (Fingerprinting) ****UPDATED****

For Volunteers Only *– If you have continuously resided in Pennsylvania for 10 years and swear that you have never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction, then you will be exempt from doing the FBI Fingerprinting for volunteer purposes.*

Applicants must register online at https://uenroll.identogo.com by entering Service Code 1KG6XN on the first screen. If you have any difficulties while registering online, you may call 1-844-321-2101 Monday through Friday from 8 am to 6 pm EST.

There is a fee of $25.25 for the fingerprint clearance. Payment online is not permitted. Credit cards, money orders, or cashier's checks payable to Morpho Trust will be accepted at the fingerprint site. Cash or personal checks will not be accepted.

Applicants should either print the Universal Enrollment ID (UEID) or record the number in a safe place.

Once registered, you need to have your fingerprints taken at the site of your choice. Please check the website for the authorized locations and hours. Appointments are not required, but walk-ins will be processed on a first come, first serve basis.

Applicants must provide proof of identity upon arrival at the fingerprint site. Please check the website for acceptable forms of identification.

After being fingerprinted, applicants must provide the BSSD with the Universal Enrollment ID (UEID). The BSSD will then obtain the original clearance via the website. You will receive an unofficial copy of your report by mail. This is for your records.

More detailed information may be found at https://uenroll.identogo.com.