

**ANTIETAM SCHOOL DISTRICT  
GUIDE TO PROCESSING CLEARANCES**  
FBI Fingerprinting, Criminal History, and Child Abuse Clearances

**FBI Fingerprinting (\$22.60)**

Effective November 28, 2017, the state is using a new provider for obtaining FBI fingerprints, Identogo. The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. You will be asked for a Service Code: Enter **1KG6XN**. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.
2. **Payment** - The applicant will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.
3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.

**Mail-N-Ship 4U**  
96 Commerce Dr,  
Wyomissing, PA 19610  
**Phone:** [\(610\) 376-3805](tel:6103763805)

**Pennsylvania State Police Request for Criminal History Record Check (\$22.00)**

The quickest way to process this clearance is to log on to <https://epatch.pa.gov/home> and pay by credit card. You will receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the "PA State Police Request for Criminal Record Check" to the PA State Police at the address listed on the right side of the form with an \$8.00 money order. You can download and print this form by logging onto the ASD website ([www.antietsd.org](http://www.antietsd.org)), going to the "District Departments" drop-down menu, clicking on "Human Resources," and then clicking on "clearance information."

**Pennsylvania Child Abuse History Clearance (\$13.00)**

This form may be processed electronically at [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS). You may still complete and mail the PA Child Abuse History Clearance form to Childline and Abuse Registry, Department of Public Welfare. Along with this form, you will need to attach an \$13 money order made payable to Department of Public Welfare. You can download and print this form by logging onto the ASD website ([www.antietsd.org](http://www.antietsd.org)), going to the "District Departments" drop-down menu, clicking on "Human Resources," and then clicking on "clearance information."

Act 126 Training Certificates – proof that training on Mandatory Reporting was completed must be provided.

Act 24 form – completed by applicant

Act 168 forms filled out by individual and previous employer(s) verifying no charges were filed.