

Act 114: FBI Criminal History Report (\$20.00)

Website: <https://uenroll.identogo.com>

A fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required.

Unpaid Position:

If the volunteer is applying for an unpaid position and has been a resident of Pennsylvania for the last 10 years, they can complete the [Volunteer Affidavit](#) in lieu of the FBI Criminal History Check. If they have NOT been a Pennsylvania Resident for the past 10 years, they will need to complete the Fingerprint Application by following steps 1-5 listed below.

Paid Position:

If the position you are applying for is a paid position, or have not been a resident of Pennsylvania for the last 10 years, the Fingerprint Clearance will need to be submitted. To start the application process, follow the steps below.

1. Visit the website <https://uenroll.identogo.com>
2. Enter the service code ***1KG6ZJ***
3. Click on Schedule or Manage Appointment
4. Enter your information to begin the clearance application process. There are several screens that must be completed.
5. Once you have registered, instructions will be given as to how and where to obtain fingerprints. You are not required to make an appointment to have your fingerprints taken but scheduling an appointment may reduce your wait time.
6. All paid positions will be required to submit a [W9 Form](#). You are able to submit those forms electronically to AP@carlynton.k12.pa.us or US Mail to:

Carlynton School District
Attn: Business Office
435 Kings Highway
Carnegie, PA 15106

7. A physical copy of the FBI Fingerprint Clearance will be mailed to your home address. Please make sure you submit a copy to the District or upload it into Raptor. Carlynton School District is unable to access this information on your behalf.