Act 114 – Federal Criminal History Check

Act 114 - Federal Criminal History Record (Fingerprinting) - apply online at https://identogo.com Fee: $22.60 (subject to change)

Waiver: If you have been a PA resident for 10 years, you do NOT need to apply for Act 114 clearances. Instead, please read, sign and submit the ***"Disclosure Statement Application for Volunteers"*** (attached).

PROCEDURES FOR THOSE REQUIRED TO OBTAIN FINGERPRINT CLEARANCES

Applicants will receive an unofficial copy of their report. Payment is to be made at the fingerprint location. The fingerprint process follows:

Registration - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete enrollment in the computer system. The registration website is available 24 hours/day, seven days per week at https://identogo.com.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should begin the process again and reenter the correct Service Code. **NOTE:** *If the applicant proceeds under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.*

The PA service code for area technical schools is: 1KG6NX

Payment- The applicant will pay a fee of $22.60 (subject to change) for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Payment is to be made at the fingerprint location. Major Credit Cards, money orders, or cashier's checks payable to **IDEMIA** will be accepted on site for those applicants who are required to pay individually (one check per person). *No cash transactions or personal checks are allowed.*

Fingerprint Locations - After registration, the applicant proceeds to the fingerprint site of his/her choosing. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://identogo.com.

Fingerprinting -The agent will review the applicant's qualified State or Federal photo ID (driver's license or passport) before processing the transaction. A list of approved ID types may be found on the IDEMIA website at https://identogo.com. After the identity of the applicant has been established, all ten fingers are scanned to complete the process.

Report Access - For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their UEID, as the report is linked to the UEID number and not assigned to any specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the website (https://identogo.com) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

NOTE: Applicants will receive an unofficial copy of their report. If you receive this through email, open it only if you can print it. The report will only be accessible one time. ***Provide the UEID to school which must review the official results online and print a copy.***

FINGERPRINT PROCESSING AND STORAGE

The applicant's scanned fingerprints and registration information will be electronically transmitted by IDEMIA to the FBI. The fingerprints are run against the FBI database, and the report is sent from the FBI back to IDEMIA. Currently, IDEMIA maintains the record for 5 years from the date of the report on a secure server (accessible by authorized representatives). After five years, the reports are destroyed. If an applicant is required to obtain a new report after five years, the applicant must be fingerprinted again.

Following is the step-by-step process for online enrollment.

1. Enter website . . . https:// identogo.com
2. Click "Get Fingerprinted".
3. Select a fingerprinting service by state ("Pennsylvania"), and click "Go".
4. Click "Digital Fingerprint".
5. Enter your service code: 1KG6NX for area technical schools
6. Click **"Go".**

7. Choose "schedule or manage an appointment".

8. Complete your personal information:

    - First, Middle, and Last Name (choose suffix only if it applies, if not leave blank).
    - Date of birth & confirm date of birth ie: 03/02/1990
    - Method of contact: Enter email and confirm
    - Country
    - Phone Number
    - Click **"Next"**

9. Agency Identifier:

    - Create a security question
    - Enter your answer for that question and Click **"Next".**
    - Choose your country of birth
    - Enter your city of birth Enter your state of birth
    - Choose your country of citizenship and Click **"Next".**

10. Personal Questions:

    Have you ever used an alias? (Any other name you may have used, including maiden name.)

11. Residential Address:

    Is your mailing address the same as your residence?

12. Coupon Code: Click **"No"** and Click **"Next".**

13. Alias:

    Enter any other name you may have used if applicable (including maiden name).

14. Personal Information:

    Height/weight /hair color/eye color/preferred language/gender/race/ethnicity. Click **"Next"**

    Documents:

    - Enter your mailing address and Click **"Next"**
    - Choose method of identification. (ie: driver's license) **Does the name you are enrolling under match the name on the documents you selected?** Click **"Next".**
    - Enter postal code/city & state to locate an enrollment center and Click **"Search".**
    - Choose an enrollment centers and Click **"Next".**

15. Choose your appointment or designate walk-in and Click **"Submit".**

You will receive an email confirmation. Bring that and your selected identification with you to the fingerprint site.

Please mail copies of all clearances along with payment receipts* to:

Steel Center for CTE

ATTN: Work Based Learning Coordinator

565 Lewis Run Road

Jefferson Hills, PA 15025