NEW OR PROSPECTIVE EMPLOYEE – DOCUMENT CHECKLIST (Current within 5 Years)
ALL PAID EMPLOYEES (SUPPORT, INSTRUCTIONAL, COACHING, ETC)

NAME: _____ POSITION: _____

DATE: _____

☐ 1. **PA Criminal Clearance dated** _____

Fee: $22.00 (credit card when completing online)

Online: https://epatch.state.pa.us/Home.jsp

Select Submit a New Record Check

Note: in order to print your certificate you MUST have the information you typed **EXACTLY** the way it was entered

BE SURE TO WRITE DOWN YOUR CONTROL NUMBER AND PRINT YOUR CERTIFICATE

☐ 2. **PA Child Abuse Clearance dated** _____

Fee: $8.00 (whether completed online or mailed)

Online: Requires credit card

https://www.compass.state.pa.us/cwis/public/home

Child Welfare Portal

To obtain an online clearance – you must create a Keystone ID

Must Select the School Employee Governed By Public School Code

Mailing: Requires a **MONEY ORDER ONLY**

See Attachment # 1

Form No. CY 113

☐ 3. **FBI Fingerprinting Clearance dated** _____

Fee: $27.00 **CREDIT CARD ONLY**

Register: The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** – You must register prior to going to the fingerprint site. You are required to complete pre-enrollment by utilizing one of the two options listed below prior to arriving at the fingerprint site.

    i. Option One: **Telephone** registration at 1-844-321-2101 Monday through Friday, 8 AM to 6 PM

    ii. Option Two: **Online** registration 24 hours a day, seven days per week at https://uenroll.identogo.com

If you are registering online or by telephone you will use the following SERVICE CODE - 1KG6XN

2. **Payment** – A $22.60 fee for the fingerprint service and to secure an unofficial copy of the criminal history record will be charged at the site where you are fingerprinted. Major credit cards, money orders, or cashier's check will be accepted. Money Orders and Cashier's checks should be made payable to MorphoTrust. Cash and personal checks will NOT be accepted.

Below are the instructions for registering online at https://uenroll.identogo.com. An email address is required for online registration.

The Service Code to be used: **1KG6XN**

Select – Schedule or Manage Appointment

You will then need to enter the following information, in this order:

1. Essential Information
    a. Legal Name, Date or Birth, Email Address
2. Additional Information
    a. You will Create a Security Question and Answer
3. Citizenship Information
    a. Country of Birth, City of Birth (optional), State of Birth, Country of Citizenship
4. Personal Questions
    a. Alias Information (includes maiden name), Address Information
    b. You will <u>not</u> have an Authorization Code or Coupon Code
5. Personal Information
    a. Height, Weight, Hair Color, Eye Color, Language, Gender, Race, Ethnicity
6. Address Information
    a. Country, Street, City, State, Zip
7. Documents
    a. Select which Document you will take to be Fingerprinted
8. Location
    a. Enter your Zip Code and Choose a Location to be Fingerprinted
    b. Click on NEXT to Select a Date and Time

After completing the online registration, you will receive a confirmation email from IdentoGo Service.

☐ 4. **ACT 168 Prior Employer Records Release dated** _____

Forms are available in the SASD District Office

☐ 5. **Mandated Reported Training Certificate dated** _____

Online:	www.reportabusepa.pitt.edu	Free of Charge	3 Hour Training
	www.pa-fsa.org	$30.00	3 Hour Training