



SHIPPENSBURG AREA SCHOOL DISTRICT

Federal Criminal History Report Instructions

Applicants **MUST** register prior to going to the fingerprint site. Registration can be completed online:

<https://uenroll.identogo.com> - 24 hours per day, 7 days per week

Registration may also be completed over the phone. Please contact the District's Human Resources Department at 717-530-2700 for additional instructions on this process.

- When registering, the applicant must use the appropriate agency specific Service Code to ensure the clearance is processed for the correct agency and/or applicant type. Using the accurate Service Code guarantees the background check is submitted for the correct purpose.

The Service Code for Pennsylvania School Districts is 1KG6XN

- If the correct Service Code was used, "PENNSYLVANIA PDE-SCHOOL DISTRICTS" will appear at the top of the screen. Fingerprint requests processed through any other agency or purpose **CANNOT** be accepted and are non-transferable. If an applicant enters an incorrect Service Code, and something other than "PENNSYLVANIA PDE-SCHOOL DISTRICTS" appears at the top of the screen, the applicant should click "BACK TO HOME" and begin the process again by entering the correct Service Code.
- If the applicant continues with the process under the incorrect Service Code, the registration and/or the results will not be accepted and the applicant will need to restart the process and pay for the background check again.
- During the registration process, the applicant will be prompted to select a fingerprint site to schedule an appointment by entering his or her zip code. A list of sites will be presented in order of distance, the closest location being first. Our closest location is:

Franklin County Learning Center

2397 Loop Road

Chambersburg, PA 17202

Hours of Operation: Monday thru Wednesday, 9:00am to 4:00pm

PLEASE NOTE: You do not need to schedule an appointment as walk-ins are accepted, however, please be aware that scheduled appointments take priority over walk-ins.

- Once at the fingerprint site, the process begins with the review of the applicant's Federal or State issued photo ID. This ID was selected by the applicant during the registration process. The legal name that an applicant enters during the registration process **MUST EXACTLY MATCH** the ID document he or she brings to the appointment. After the identity of the applicant has been verified, all 10 fingers are scanned to complete the process.

- The applicant will pay a fee of \$23.85 for the fingerprint clearance and the fee is paid at the fingerprint site. Credit/debit cards, as well as money orders or cashier's checks, made payable to **MorphoTrust**, will be accepted. **NO** personal checks will be accepted.
 - This fee also provides the applicant with an unofficial copy of the results, which will be sent to his or her email address.

- The fingerprint site will provide the applicant a receipt that will have his or her Universal Enrollment Identification Number (UEID) listed. The applicant must provide Human Resources with the UEID number in order for Human Resources to access the official results.

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