

# **Union City Area School District**

107 Concord Street  
Union City, Pennsylvania 16438

## **FEDERAL CRIMINAL HISTORY BACKGROUND CHECKS(FINGERPRINTS)**

**The Commonwealth of Pennsylvania utilizes fingerprinting vendor, IDEMIA, for Federal Bureau of Investigation (FBI) criminal history background checks.**

### **APPLICANT PROCEDURES**

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

1. **Registration is required** - The applicant must register prior to going to the fingerprint site. Fingerprints are scheduled by appointment. Walk-in service may be provided all applicants are required to complete pre-enrollment by registering online or over the phone. Online registration is available 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephone registration is available at 1-844-321-2124 Monday through Friday, 8am to 6pm EST. **You must use the service code for PA Public School Districts which is 1KG6XN.** Then choose "Schedule or Manage Appointment." 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 the fee for the fingerprint service at the site. Major Credit Cards as well as Money orders or cashier's checks payable to **Idemia** will be accepted. No cash transactions or personal checks will be accepted.
3. **Fingerprint Locations** – During the registration, the applicant will be given a list of fingerprint locations closest to their home to select from followed by the time slots available.
4. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at <https://uenroll.identogo.com>. **Applicants will not be processed if they cannot produce an acceptable photo ID.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
5. **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 Universal Enrollment ID (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 a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.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. **Applicants will receive an unofficial copy of their report.**

## **FINGERPRINT PROCESSING AND STORAGE**

The applicant's scanned fingerprints and registration information will be electronically transmitted by IDEMIA via IDEMIA's approved channeling process directly to the FBI. The fingerprints are run against the FBI database, and the report is sent directly from the FBI back to IDEMIA. Currently, IDEMIA maintains the reports for **five years** from the date of the report on a secure server (accessible by authorized representatives). After five years, the reports are destroyed. Neither PDE or the FBI or IDEMIA stores an applicant's fingerprints. If an applicant is required to obtain a new report, the applicant must be fingerprinted again in order to obtain the report.

## **FINGERPRINT CORRECTIONS AND RESUBMISSIONS**

In some cases, a classifiable fingerprint record cannot be obtained. Immediately upon indication, IDEMIA will take corrective action to notify the applicant of the need to re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time that is convenient for the applicant. IDEMIA will contact the applicant directly via email should a re-print be necessary. NOTE: Reprinting can be applied to each applicant one time only.

If the applicant's fingerprints are unable to be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. This process takes 4 – 6 weeks; please allow ample time for fingerprinting.