



CENTRAL GREENE SCHOOL DISTRICT

250 South Cumberland Street Waynesburg, PA 15370

Phone: 724-627-8151 ext. 1228

Fax: 724-627-9591

Dr. Helen McCracken
Superintendent

hmccracken@cgsd.org

Below are the directions. Please contact me if you have any questions, I would be more than happy to help you.

Pa Criminal Background. This is through the PA State Police. You will need to complete all of the information and then you will get an email saying that your Clearance is ready to view. Please do not open unless you save it to your computer or print it. You cannot open it again once you have viewed.

<https://epatch.state.pa.us/Home.jsp>

PA Child Abuse. This is through the Department of Public Welfare. Again, you will need to complete the requested information and submit. You will get an email stating to view. Please either save to your computer or print. I believe the same thing may happen that you cannot go back into to view or print.

<https://www.compass.state.pa.us/CWIS>

FBI fingerprinting clearance. This is through the FBI. You will need to complete the requested information. **IF YOU HAVE ANY UNCERTAINTY PLEASE CALL ME.** PLEASE PRINT OUT YOUR REGISTRATION NOTICE. LOCATIONS THAT FINGERPRINT ARE THE IU1 IN COAL CENTER AND FLENNIKEN LIBRARY IN CARMICHAELS. Please make certain you are applying through the **Department of Education.**

<https://uenroll.identogo.com> and enter the following Service Code:

1KG6XN---For Employment

1KG6Y3—For Volunteers



CENTRAL GREENE SCHOOL DISTRICT

250 South Cumberland Street Waynesburg, PA 15370

Phone: 724-627-8151 ext. 1228

Fax: 724-627-9591

Dr. Helen McCracken
Superintendent

hmccracken@cgsd.org

You must bring one of the following identification documents from the list below to your enrollment appointment.

- State Driver's License
- Driver's License Permit
- ID card issued by the federal, state or local government
- State ID card (or outlying possession of the U.S.) with the seal or logo from the State or State Agency
- Commercial Driver's License
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card with Photo
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within the United States
- Uniformed Services Identification Card
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Arrest/Conviction Report and Certification Form (Act 24 PDE-6004-**once hired**)

CLEARANCE REQUEST INSTRUCTIONS

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. All student teachers and prospective employees who have direct contact with children must provide to their employer a copy of their Federal Criminal History Record that cannot be, more than one (1) year old. This applies to employees hired on or after April 1, 2007.

FBI BACKGROUND CHECK

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed on-line or over the phone. Registration is available on-line 24 hours/day, seven days per week at www.uenroll.identogo.com. Telephonic registration is available Monday through Friday, 8:00 a.m. to 6:00 p.m. EST at 1(844) 321-2101. **Service code for employment is 1KG6XN and volunteers is 1KG6Y3.** During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site. **Please print out your registration notice.**
2. The applicant will pay a fee of \$22.60 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment on-line at www.identogo.com using a credit card or debit card. Money orders or cashier checks payable to IDEMIA will be accepted on-site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed.
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Identogo's website at www.identogo.com. Then click locations at the top of the web page. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.
4. The fingerprint transaction begins when the Applicant Livescan Operator (ALO) reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Identogo's website at www.identogo.com. **Applicants will not be processed if they cannot produce an acceptable photo ID.**
5. 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.
6. The applicant will receive an unofficial Federal Criminal History Record from Identogo for their records.
7. **The applicant will provide the UEID (Universal Enrollment ID) to their prospective employer.**