



FBI Identification Record Request

(FBI Criminal Record Check)

All **Catholic School** Employees, Student Teachers and Stipended Volunteers in a Catholic School

Go to: <http://www.pde.state.pa.us/>

Click on : Act 114 Requirements Federal Fingerprinting (on right side of page)

Scroll down and click on: FBI Federal Criminal History Records for Prospective Employees

Instructions for the fingerprinting process are listed at this site.

After the fingerprinting process has been completed, give the Registration Number to the principal. You will not receive a paper copy for your employer. Your Federal Criminal Record will be accessed by the Diocese through an online system.

All **Parish** employees and volunteers who require a Federal Criminal Record Check (at this time, only those employees and volunteers who have not resided in Pennsylvania for two years prior to their parish employment/volunteer time need to obtain the Federal Criminal Record Check):

The diocesan Office for Protection of Children and Youth has application packets and fingerprint cards for the Federal Criminal Record Check. Please call or email the office, using the information below to obtain a packet. You may also access information on line at

<http://www.fbi.gov/hq/cjisd/fprequest.htm>

Fingerprinting Locations and Hours:

<http://www.psp.state.pa.us/psp/cwp/view.asp?a=3&q=172574>

814-824-1222

1-800-374-3723, ext 222

kstreett@eriercd.org