

Youth ages 14-17

Non-school Employee or School Employee receiving a salary or stipend

NOTE: IF YOU ARE BETWEEN THE AGES OF 14-17 AND HAVE NOT BEEN A RESIDENT OF PENNSYLVANIA FOR THE PAST CONTINUOUS 10 YEARS YOU ARE REQUIRED TO OBTAIN THE FBI FINGERPRINT CLEARANCE BEFORE EMPLOYMENT BEGINS.

FBI Criminal History Record Information w/fingerprints (CHRI)

<https://uenroll.identogo.com/>

\$25.25 fee (effective 8/2022)

To obtain the FBI Criminal History Record Information w/fingerprints:

- Click on the link above and **Enter the correct Service Code:**
 - Non-school Employee: **1KG756**
 - School Employee: **1KG6TR**

NOTE: *School employees not using the correct service code will result in an extra expense for the applicant to repeat the fingerprint clearance and may result in a delayed employment start date. Questions concerning the service code for school employees should be directed to: ra-pde-schoolservice@pa.gov.*

- Click on Schedule or Manage Appointment. Complete each section of the pre-registration form, selecting next at the end of each section. *Note: The diocese does not issue Authorization Codes for payment. Payment is the responsibility of the applicant. Credit Card, Money Order or Business check only are accepted at the Identogo fingerprint site.*
- Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next. Choose your date and time then click submit. Print your service summary. *On the day of your scheduled appointment, you must bring the Identity Documentation selected as part of the online pre-enrollment registration application.* If the minor applicant does not have an Identity Document, then the *FBI Minor Fingerprinting Identification Waiver* is required. The Waiver can be found on the website under Youth ages 14-17.
- **School employees** must submit the UE ID Number to the hiring entity. **Non-school Employees** - the clearance will be mailed to you and you must submit the original clearance (on blue paper) to the hiring entity.

Employees must present the official results of the Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Certification and FBI Criminal History Record Information w/fingerprints (on blue paper except for School Employees and Educators) **before beginning employment in a parish, school, or agency. Copies marked with “void” or receipts will not be accepted. (see *Policy, Section III A*)**