

**Minors age 14-17**  
**Non-school Employee or School Employee receiving a salary or stipend**

**NOTE: Minors between the age 14-17 who have NOT been a resident of Pennsylvania for the past continuous 10 years are required to obtain the FBI Criminal History Record w/fingerprints before employment begins.**

**FBI Criminal History Record Information w/fingerprints (CHRI)**

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

**\$24.95 fee** (effective 1/1/2025)

**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 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](mailto: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 your residence, and you must submit the original clearance (Clearance is printed on a blue background) to the hiring entity.

***Before beginning employment in a parish, school or agency employees must present the official results of their***

- ***Pennsylvania State Police Criminal Record Check (downloaded from site),***
- ***Pennsylvania Child Abuse History Certification (downloaded from site),***
- ***FBI Criminal History Record Information w/fingerprints which is printed on a blue background and is mailed to the recipients home. School employees will not receive a mailed copy and are to submit the receipt for the FBI clearance to the school.***

***Pictures, screenshots, copies of clearances marked with "void" or receipts will not be accepted. (see Policy, Section III., A.)***

Revised: February 2025