

BACKGROUND CHECKS



General Requirements

You must provide the Bedford County Technical Center with a copy of your Federal Criminal History Record, PA State Police Criminal History Report and Child Abuse Report, which cannot be more than five (5) years old prior to the commencement of service or employment. For employment, you will also be required to complete Sexual Misconduct/Abuse Disclosure Release Forms to be completed by you and your former employer(s) under Act 168 of 2014.

Renewals

Clearances must be updated on a five-year cycle. Bedford County Technical Center requires renewal of all clearances at the same time. The date of the oldest clearance rather than the most recent is used to determine when renewal is needed.

Clearances & Fees

The Child Abuse, Pennsylvania State Police, and FBI clearances can all be applied and/or paid for electronically. All necessary information, instructions and links to apply for these clearances can be found on the Pennsylvania Department of Education website, <https://www.education.pa.gov/Educators/Clearances/Employee/Pages/default.aspx>.

- PA Criminal History: \$22.00 – Employment; \$0 – Volunteers <https://epatch.state.pa.us>
- PA Child Abuse Report: \$13.00 – Employment; \$0 – Volunteers <https://www.compass.state.pa.us/cwis>
- Federal Criminal History: \$25.25 for all <https://uenroll.identogo.com>

FEDERAL CRIMINAL HISTORY PROCEDURES:

Registration:

- Register prior to going to the fingerprint site.
- Walk in service is allowed, but all applicants must pre-enroll in the universal enrollment system.
- The registration website is available online 24/7 at <https://uenroll.identogo.com>.
- Telephonic registration is available at 1-844-321-2101 (Mon.-Fri., 8 a.m. – 6 p.m. EST.)
- EMPLOYEES must register using the code **1KG6NX**.
- VOLUNTEERS must register using the code **1KG6ZJ**.
- Fingerprint requests processed through any other agency or for any other purpose cannot be accepted and are not transferrable. If the applicant proceeds with the wrong code, the applicant will have to start the process over and pay for the background check again.

Payment:

- Current Fee - \$25.25
- Major credit cards as well as money orders or cashier's checks, payable to Morpho Trust, will be accepted on site. No cash transactions or personal checks are allowed.

Report Access:

- For any public school to access the official report via the electronic system, applicants must provide their **UEID** to the school (as shown on the receipt provided after fingerprint capture).

Where to go to be fingerprinted:

- Bedford County Library
240 S. Wood St
Bedford PA 15522
M-F 9 a.m. – 6 p.m.; Sat. 9 a.m.-Noon