



## FBI Identification Record Request

### (FBI Criminal Record Check)

#### All **Catholic School** Employees, Student Teachers and Stipend Employees or Volunteers in a Catholic School

1. Go to: <https://uenroll.identogo.com/> use the Non-Public School Service Code: 1KG6TR or for School Volunteers (if required) use the PDE Volunteer Service Code: 1KG6Y3. The cost of obtaining the FBI criminal is the responsibility of the employee or volunteer.
2. After the fingerprinting process has been completed:
  - a. *Employees, Student Teachers and Stipend Employees and Volunteers*: give the Universal Enrollment ID (UE ID) to your principal. Your Federal Criminal Record will be accessed at the request of your principal by the Diocese through an online system.
  - b. *Principals*: To receive an applicant's Federal Criminal History Record, please complete the top half of the Request for Federal Criminal History <http://www.eriercd.org/pdf/schools/crimhis.pdf> and submit.

The Director of Teacher Personnel will then access the on-line Cogent System and verify the CHRI for the applicant. An electronic summary of the record will be sent to the school administrator that made the request. This summary must be kept in the personnel file if the applicant is hired until the "official" printout is received by the school. If the applicant is not hired, shred all documentation. A printout of the "official" CHRI for the employee will be hand delivered as soon as possible to the administrator by the Director of Teacher Personnel or her designee. A copy of the CHRI for the employee will be maintained in the personnel file at the Catholic Schools Office for all elementary teachers and administrators. Questions may be directed to Dr. Samuel Signorino, Director of Catholic Schools and School Personnel, 814-824-1247 or [ssignorino@eriercd.org](mailto:ssignorino@eriercd.org)

#### All **Other Employees & Volunteers** (diocesan, parish, agency, etc. - paid or stipend) having direct or regular contact with children

Go to: <https://uenroll.identogo.com/> Use the Employee >=14 years Contact w/ Children service code: 1KG756 or for Volunteers (if required) use DHS Volunteer Service Code: 1KG6ZJ. Here individuals will apply online and obtain detailed information regarding the process. The cost of obtaining the FBI criminal is the responsibility of the employee or volunteer.