

Online link for Employees

(Priest, Deacon, Seminarian, Priest/Deaconate Candidate, Non-school Employee, School Employee, Educator)

Federal Criminal History Record Information (CHRI) – FBI REPORT

<https://uenroll.identogo.com/>
\$23.85 fee (effective 1/1/2019)

Steps to obtain the Federal Criminal History Record (Fingerprinting):

1. Enter the correct Service Code:

Non-school employee:	1KG756
(includes all clergy)	
School employee:	1KG6TR
(includes educators and paid coaches)	
2. Click on Schedule or Manage Appointment
3. 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.*
4. Choose which identity documentation you will present at the fingerprinting site. (The name on this documentation must match the name on the pre-registration form.)
5. Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next.
6. Choose your date and time then click submit.
7. Print your service summary.
8. On the day of your scheduled appointment you must **bring the Identity Documentation selected as part of the online pre-enrollment registration application.**

Credit Card, Money Order or Business check only are accepted **on-site** at the Identogo – State Agency – Enrollment fingerprint site. The fingerprint transaction begins when the Enrollment Agent reviews the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

The process for state required clearances must be underway before an employee begins work with children. Employees must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and Federal Criminal History Record Information within 30 days of beginning employment in a parish, school or agency. (see Policy, Section III A., pp. 8 & 9)

Revised: January 2019