

Federal Criminal Background Check

All new employees and prospective volunteers (who have not lived in Pennsylvania continuously for the past ten (10) years) of the Halifax Area School District are required to complete a Federal Criminal Background Check. The following information is provided to help you meet this requirement. The Federal Criminal Background Check is in addition to the Act 34 Pennsylvania State Police Criminal Record Check and the Act 151 Pennsylvania Child Abuse History Certification.

Follow the directions below to begin the FBI Fingerprint process:

Go to www.identogo.com

Click on Search for services by state

Select Pennsylvania

Click Go

On this screen is a little information on IDEMIA (the contractor providing the new statewide fingerprint service)

Scroll down

Click on Digital Fingerprinting

Here you will enter your Service Code to get started

Your Service Code is: 1KG6XN

Click Go

Click on Schedule or Manage Appointment

Complete the Information

Click Next

You will have several screens of questions; answer and continue to complete the process.

Cost is \$22.60.

You will be provided a receipt at the Identogo center.

This receipt includes the Universal Enrollment ID (UEID). This UEID number is a specific tracking number just for you that allows me to view your results.

This receipt needs to be given to the district as proof of fingerprinting as well as for me to locate your results.

Identogo Customer Service Call Center: 1-844-321-2101

www.indentogo.com – Here you can find the Identogo center nearest you.