

**CONRAD WEISER AREA SCHOOL DISTRICT  
GUIDE TO PROCESSING CLEARANCES (VOLUNTEERS)**

There are three required background checks for **ALL** volunteers of the Conrad Weiser Area School District:

- State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI Report

**Pennsylvania State Police Criminal History Record Check**

The quickest way to process this clearance is to log onto <https://epatch.state.pa.us> and use your credit/debit card. In most cases, you should receive instantaneous results. **Please print the results prior to exiting the site. Unless a record exists, official results are not mailed to you.**

When applying for this clearance as a volunteer, please choose the option NEW RECORD CHECK (VOLUNTEER ONLY). There is no fee for a request made for the purpose of volunteering.

Please remit your clearance results to the District.

**NOTE: The District is unable to accept clearances which indicate “volunteer” for employment purposes.**

**Department of Human Services Child Abuse Report**

The quickest way to process this clearance is to log onto [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) and use your debit/credit card. Once you log onto the site, it will be necessary for you to create a new account to process your application. Email notification should be received within 14 days of your application regarding the results of the search. The certificate will be available on-line, as well as through a hard copy mailed directly to the address indicated on your account if you elect this option.

When applying for this clearance as a volunteer, please make sure to indicate the request check is for the purpose of volunteering. The fee is waived for reports requested for volunteers.

Please remit your clearance results to the District.

**NOTE: The District is unable to accept clearances which indicate “volunteer” for the purpose of employment.**

**Federal Criminal History Record Information (CHRI) – FBI Report**

As of November 28, 2017, the Commonwealth of Pennsylvania changed to a new electronic fingerprinting vendor, IDEMIA, for FBI criminal history background checks.

**Step 1 – Registration**

Applicants must register prior to going to a fingerprint site. Walk-in service is allowed but all applicants are required to complete pre-registration in the new Universal Enrollment system. Pre-registration can be completed online or over the phone. The registration website is available online 24 hours per day, 7 days per week at <https://uenroll.identogo.com/>.

Telephone registration is available at 1-844-321-2101 Monday through Friday from 8:00 a.m. to 6:00 p.m. EST. During the pre-registration process, all demographic data for the applicant will be collected including name, address, etc. When registering on-line, applicants must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using this Service Code ensures that the background check is submitted for

the correct purpose. Please note that fingerprint requests processed through another agency or purpose cannot be accepted and are not transferrable.

**The Service Code for volunteering in a Pennsylvania Public School governed by PDE is 1KG6Y3.**

## **Step 2 – Payment**

As of 11/28/17, the fee for the FBI criminal history background check for volunteer purposes is \$21.85. Please note this fee is subject to change. Payment of this fee will allow the applicant to secure an unofficial copy of the Criminal History Record. Major credit cards, as well as money orders or cashier's checks made payable to **Morpho Trust** will be accepted on site for those applicants who choose not to pay by credit card. Cash or personal checks will not be accepted.

## **Step 3 – Fingerprint Locations**

After registration, an applicant should proceed to the fingerprint site of their choice. While walk-in service is available, it is recommended that an appointment be made with one of the fingerprint sites. Appointments can be scheduled on-line. To locate a convenient fingerprint site, please visit [www.identogo.com/locations](http://www.identogo.com/locations).

Please note that fingerprint sites may change over time. The following sites currently available may be convenient for prospective Conrad Weiser volunteers:

- **IdentoGO**  
Mail-N-Ship-4U, 96 Commerce Drive, Wyomissing, PA 19610-3313  
Hours of operation: Monday through Friday 9:00 a.m. to 5:30 p.m.  
Saturday 10:00 a.m. to 2:30 p.m.
- **IdentoGO**  
Berks County Intermediate Unit, 1111 Commons Boulevard, Reading, PA 19605-3334  
Hours of operation: Monday 8:00 a.m. to 4:00 p.m.  
Tuesday through Friday 11:30 a.m. to 4:00 p.m.
- **IdentoGO**  
Lebanon Family Health Services, 615 Cumberland Street, Lebanon, PA 17042-5233  
Hours of operation: Monday, Wednesday and Thursday 9:00 a.m. to 6:00 p.m.  
Tuesday and Friday 9:00 a.m. to 4:00 p.m.
- **IdentoGO**  
Ephrata Public Library, 550 S. Reading Road, Ephrata, PA 17522-1834  
Hours of operation: Monday through Thursday 9:00 a.m. to 7:00 p.m.  
Friday 9:00 a.m. to 5:00 p.m.  
Saturday 9:00 a.m. to 1:00 p.m.

## **Step 4 - Fingerprinting**

An Enrollment Agent will review the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com/>.

## **Step 5 - Employer's Access to Report**

Applicants must present their UEID to the hiring entity so that official CHRI results can be reviewed. The UEID is shown on the enrollment paperwork or receipt provided after the fingerprints are scanned. All applicants will receive an unofficial copy of their report.

If you have any questions, please contact Beth Shartle at 610-693-8515 or [b\\_shartle@conradweiser.org](mailto:b_shartle@conradweiser.org).