

## FBI Background Check Instructions

The fingerprint-based background check is a multiple-step process, as follows:

1. Registration – The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or via telephone. The registration website is available on the IDEMIA website at <https://uenroll.identogo.com/>. Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data (name, address, etc.) for the applicant is collected along with notices about identification requirements and other important information.

When registering online, an applicant must use the appropriate agency specific Service Code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS). Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service Code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will be required to start the process over and pay for the background check again.

2. Payment – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are accepted.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, download an application from the IDEMIA website at <https://www.identogo.com/locations/pennsylvania>.

3. Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the IDEMIA website. The location of fingerprint sites may change; applicants are encouraged to confirm the site location.

4. Fingerprinting – At the fingerprint site, the Enrollment Agents (EA) manage the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types can be found on the IDEMIA website. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five minutes.

NOTE: If the applicant's fingerprints cannot be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. The name check process takes 4 to 6 weeks

5. Reviewing an FBI Report – nurse aide training program staff do not access the applicant's FBI Report online.

In order for the designated and approved PDE staff to access an applicant's FBI report, the prospective nurse aide trainee must provide to PDE a legible **written request** via fax 717.783.6672 or email ra-natcep@pa.gov that includes:

- (1) applicant's full name and
- (2) current mailing address and
- (3) Universal Enrollment Identification (UEID) number and
- (4) email address and
- (5) telephone number.

PDE staff will print the FBI report and stamp each page "**original**" in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within 30 calendar days of the written request.

The designated and approved PDE staff members are: Sheri Weidman, Arthur Richardson Coordinator, NATCEP Support Staff Email: ra-natcep@pa.gov Fax: 717.783.6672

The applicant must provide the FBI report to the nurse aide training program staff for their review and determination for eligibility to enroll in a nurse aide training program in compliance with PA Act 14 of 1997 – Title 22 Chapter 701 prohibitive offense list **prior to** enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so some research may be necessary. If the program determines that additional information is needed for evaluation and determination for enrollment eligibility, it is the applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation to the program staff for further evaluation **prior to** enrollment in the nurse aide training program.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email from the IDEMIA website.