

**FEDERAL BUREAU OF INVESTIGATIONS (FBI) CRIMINAL BACKGROUND CHECK
CLEARANCE – ACT 114**

**DIRECTIONS FOR COMPLETING THIS FORM FOR
BUTLER AREA SCHOOL DISTRICT**

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

REGISTRATION

The applicant must register prior to going to the fingerprint site. Registration is completed over the phone at 1-844-321-2101 or online. Registration is available online 24 hours/day, seven days per week. Go to <https://uenroll.identogo.com> and enter your service code:

PDE – School Districts – 1KG6XN

or

PDE – Volunteer – 1KG6Y3

Then choose the following:

Schedule or Manage Appointment

During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.). There is no data entry required or allowed at the fingerprint collection site. **Any corrections to this data must be made prior to being fingerprinted. Be sure to PRINT OUT the Registration Complete screen and take it with you to get fingerprinted as this has your Registration ID Number.**

PAYMENT

The applicant will pay a fee of **\$22.60** for the fingerprint service. Money orders or credit cards will be accepted at the fingerprinting site. **No cash transactions or personal checks are allowed.**

FINGERPRINT LOCATIONS

After registration, the applicant proceeds to the fingerprint site of their choice. The location of fingerprint sites and days and hours of operation for each site are posted on the website listed above. The location of fingerprint sites may change over time; therefore, applicants are encouraged to confirm the site location nearest to their location. The Butler location is: Unlimited Staffing, Inc., 264 Moraine Pointe Plaza (beside Harbor Freight Tools). Fingerprinting hours of operation are: **Monday – Friday 9 a.m. – 4:30 p.m.** Fingerprinting will only be done at these times. No appointment is necessary.

REPORT ACCESS

For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their Registration ID to the hiring entity. This process allows an applicant to provide multiple potential employers with their Registration ID, as the report is linked to the Registration ID number and not assigned to a specific school.