

**Cumberland Valley School District**  
**FBI Federal Criminal History Clearance Procedures**  
**(For Volunteer Purposes)**

**Note:** Only volunteers who have not resided in Pennsylvania for the previous 10 years must obtain the FBI Fingerprint Clearance. Volunteers who have resided in PA for the last 10 years may complete a Disclosure Statement Application for Volunteers in lieu of the FBI clearance (access this form at [www.cvschools.org](http://www.cvschools.org) > Support Operations > Human Resources).

1. Visit the Idemia (formerly MorphoTrust USA, LLC) website to get started:  
<https://uenroll.identogo.com>
2. Enter Service Code (Use code 1KG6Y3 for PA Department of Education (PDE) – Volunteer) and click “Go”.
3. Click on “**Schedule or Manage Appointment**”.
4. Complete personal information through subsequent screens.
5. Make note of your confirmation number and fingerprinting information.
6. Visit the IdentoGo center of your choice to pay the appropriate fee and have your fingerprinting completed.
7. Once fingerprinted, provide a copy of your confirmation to the Cumberland Valley Human Resources Department. The official Federal Criminal History Record will be available to the Cumberland Valley Human Resources Department online.