

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

1. Visit the Identogo website to get started: <https://uenroll.identogo.com>
2. Enter Service Code (Use code 1KG6XN for PA Department of Education (PDE) – School Districts) 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, your results will come to you via email or mail (whichever delivery method you chose during the registration/application process). They will indicate “unofficial results”. The unofficial results are acceptable for submission. The Cumberland Valley Human Resources Department can access the official Federal Criminal History Record.

- *Please be advised, if you chose to have your FBI clearance results delivered via email, the email link you receive is good for one time use only (and it will expire).*
- *Please access your results in a timely manner.*
- *When you click on the link to access your FBI clearance results, please ensure that you have a method to print and/or save your results (pdf).*