

# REYNOLDS SCHOOL DISTRICT

531 REYNOLDS ROAD, GREENVILLE, PA 16125, MERCER COUNTY



Phone: 724-646-5501  
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## REYNOLDS SCHOOL DISTRICT CLEARANCE INFORMATION

The following are the links for the Child Abuse History and Criminal History Record Check clearances. The Child Abuse History clearance requires a \$13.00 credit card payment. The Criminal History Record Check clearance requires a \$22.00 credit card payment (or a paper copy can be mailed with a money order). If you need the paper form, please contact Rose Lyons.

**Child Abuse History Clearance:** <https://www.compass.state.pa.us/cwis/public/home>

Click on "Create a New Account"

You will be prompted to "Create a Keystone ID" and complete Profile Information

You will receive a temporary password and directed to set a permanent password – close window and log-in with new password

Read and accept Terms and Conditions

Continue to "Create Clearance Application"

Begin "Application Purpose" – choose "School Employment"

Complete Contact Information – **you will need your previous names and addresses, the names and ages of all people with whom you have lived (including parents and siblings) since 1975.**

eSignature (type in first and last name)

Proceed to "Application Payment"

Continue to "Finalize & Submit Application"

You will receive "Application Submission Confirmation"

Email notification of the outcome of your clearance within 14 days

**Criminal Record Clearance:** <https://epatch.state.pa.us/Home.jsp>

Under "Credit Card Users", click on "Submit a New Record Check"

Read and accept the Terms and Conditions

Complete Personal Information

Reason for Request is "Employment"

After all information has been completed, click on "Finished" and then "Submit"

Fill in the payment information and click "Next"

Results will appear. If you have no record, the status will be "No Record". Click on "Certification Form" and print. If the status is "Request Under Review", the State Police will review your request – check back in a few days to see if the status has been updated. If the status has been changed to "No Record", print the certification sheet. If the status is "Record", the results will be mailed to you.

## **FBI – Federal Clearance Registration Instructions**

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

1. **Registration** – You must register prior to going to the fingerprint site. You are required to complete pre-enrollment by utilizing one of the two options listed below prior to arriving at the fingerprint site.
  - a. Option One: **Telephone** registration at 1-844-321-2101 Monday through Friday, 8 AM to 6 PM
  - b. Option Two: **Online** registration 24 hours a day, seven days per week at <https://uenroll.identogo.com>

**If you are registering online or by telephone you will use the following SERVICE CODE - 1KG6XN**

2. **Payment** – A \$25.25 fee for the fingerprint service and to secure an unofficial copy of the criminal history record will be charged at the site where you are fingerprinted. Major credit cards, money orders, or cashier's check will be accepted. Money Orders and Cashier's checks should be made payable to MorphoTrust. Cash and personal checks will NOT be accepted.

**Below are the instructions for registering online at <https://uenroll.identogo.com>. An email address is required for online registration.**

The Service Code to be used: **1KG6XN**

Select – Schedule or Manage Appointment

You will then need to enter the following information, in this order:

1. Essential Information
  - a. Legal Name, Date of Birth, Email Address
2. Additional Information
  - a. You will Create a Security Question and Answer
3. Citizenship Information
  - a. Country of Birth, City of Birth (optional), State of Birth, Country of Citizenship
4. Personal Questions
  - a. Alias Information (includes maiden name), Address Information
  - b. You will not have an Authorization Code or Coupon Code
5. Personal Information
  - a. Height, Weight, Hair Color, Eye Color, Language, Gender, Race, Ethnicity
6. Address Information
  - a. Country, Street, City, State, Zip
7. Documents
  - a. Select which Document you will take to be Fingerprinted
8. Location
  - a. Enter your Zip Code and Choose a Location to be Fingerprinted
  - b. Click on NEXT to Select a Date and Time

After completing the online registration, you will receive a confirmation email from Identogo Service. If you have any questions, please contact Rose Lyons at the Reynolds Area School District at 724-646-5500 Ext.5521.