

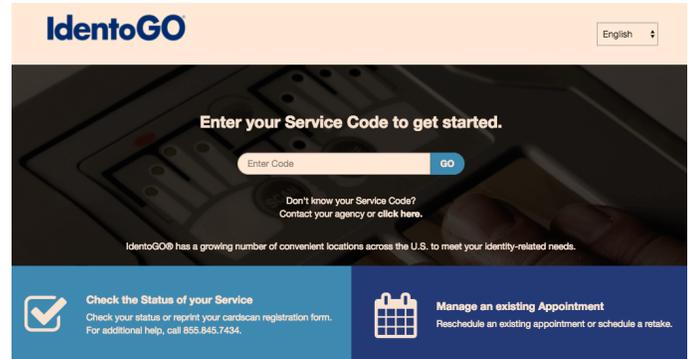
# FEDERAL (FBI) CRIMINAL HISTORY REPORT

approx. \$20-30. Reimbursement issued after LW receives the original FBI History Report and the Reimbursement Request Form.

**\*Complete ONLY if you have NOT lived in PA for the last 10 years\***  
**This is a 2 part process:**  
**(1) Registration, (2) Traveling to fingerprinting location**

1. Go to [uenroll.identogo.com](http://uenroll.identogo.com)
2. Enter Service Code: 1KG6ZJ
3. Click on *Schedule or Manage Appointment*
4. Using *Name/Contact Method*, follow instructions on each tab, and enter requested information.

**Personal Questions Tab:** Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment? Answer: NO



5. Go to fingerprinting appointment. After you are fingerprinted, the results will be mailed to you. See below for sample report.
6. Submit the original report and the reimbursement request form.

Office of Children, Youth & Families



Childline & Abuse Registry  
Criminal Verification Unit  
P.O. Box 8053  
Harrisburg, PA 17105-8053  
(717)-783-6711  
Toll Free 1-877-322-4422

SSN: [REDACTED]  
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 12/23/2014.

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are required to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Terry L. Clark, Director  
Division of Operations and Quality Management