GREENCASTLE-ANTRIM SCHOOL DISTRICT E.O.E.
DR. LURA HANKS, Superintendent

360 S Ridge Ave
Greencastle, PA 17225
(717) 597-3226

DR. EDWARD RIFE, Assistant Superintendent
CAROLINE ROYER, Chief Financial Officer
GINGER THOMPSON, Executive Director of Special Education

VOLUNTEER FEDERAL CRIMINAL HISTORY REPORT

There are two ways applicants can register for a fingerprinting appointment:

- **Online:** Go to https://uenroll.identogo.com
- **Telephone:** Call 1-844-321-2101 and listen to the options menu

When registering, the applicant must use the appropriate agency specific Service Code to ensure the clearance is processed for the correct agency and/or applicant type. Using the accurate Service Code guarantees the background check is submitted for the correct purpose. School District volunteers must use Department of Human Services (DHS).

The Service Code for Department of Human Services is 1KG6ZJ

During the registration process, the applicant will be prompted to select a fingerprint site to schedule an appointment by entering his or her zip code. A list of sites will be presented in order of distance, the closest location being first.

The applicant will pay a fee of $23.85 for the fingerprint clearance and the fee is paid at the fingerprint site. Credit/debit cards, as well as money orders or cashier's checks, will be accepted. **NO** personal checks will be accepted.

When coming for fingerprinting you must bring along a valid/acceptable photo ID and your form for payment- no exceptions.

For more information, you may find the FBI Fingerprinting (pa.gov) page beneficial. If an applicant needs assistance with registering, please have them call IDEMIA/IdentoGo at 1-844-321-2101 or their office's Clearance Verification Unit, at ChildLine, at 717-783-6211 or 1-877-371-5422 (toll free) Monday through Friday 8:30 am to 5:00 pm EST.

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