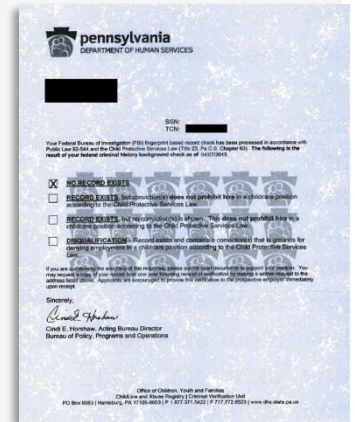


## ACT 73 – FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL HISTORY RECORD CLEARANCE INFORMATION

In order to comply with Pennsylvania legislation (ACT 153), your position requires that you secure a new Act 73 Federal Bureau of Investigation (FBI) Criminal History Record Clearance every 60 months.

You are required to provide original documentation of this clearance by the expiration date provided to you by Human Resources. Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible. Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from further employment, up to and including termination.

Once you receive your official Act 73 FBI Clearance in the mail, you will be required to provide this to your Human Resources office or to your department manager.



*This is an example of the Act 73 FBI Criminal History Record Clearance*

### ACT 73- Federal Bureau of Investigation (FBI) Background Clearance Application Instructions

The cost of this clearance is **\$22.60** and must be paid via cash, credit card, certified check (payable to MorphoTrust), or money order, during the scheduled fingerprint appointment. Carefully review the following information:

- It is important to note that the Act 73 FBI Clearance application process is a fingerprint-based background check that is a multiple-step process. You must **first** complete the pre-enrollment process and **then** complete the fingerprint process.
- You must complete the pre-enrollment process prior to going to the fingerprint site. Walk in service to get fingerprinted, without pre-enrollment, **will not** be provided at any fingerprinting location. Pre-enrollment must be completed through the online application process outlined below.

#### ONLINE APPLICATION REGISTRATION

Application registration must be completed at <https://uenroll.identogo.com/>. This website is mobile friendly and can be accessed on a smart device. When completing the application registration, follow the below steps:

- Enter the Service Code **1KG756** on the main page of the website.
- Select **Schedule or Manage Appointment**.
- Enter the required personal information throughout the next few screens: Essential Info, Citizenship, Personal Questions, Personal Info, Address, and Documents.  
*\*\*Please note that all information provided must match the form of I.D. you will present at your fingerprint appointment.*
- Select the most convenient location, date, and time to schedule an appointment. The scheduled appointment should only last approximately 10 minutes.  
*\*\*You may select to be a walk-in, but it is highly recommended to schedule a specific appointment.*
- Review your appointment details and click **Done** to complete the registration.
- You will receive confirmation of the scheduled appointment via the preferred method of contact you selected.
- Payment will be completed during the appointment. Payment can be made via cash, credit card, certified check (payable to MorphoTrust), or money order.

**FINGERPRINT SERVICES FOR OUT-OF-STATE RESIDENTS:** Fingerprint cards are the only option for out-of-state applicants. If you are moving to Pennsylvania, it is strongly encouraged to complete your fingerprints at an IdentGo location once living in Pennsylvania. However, if you are unable to complete the fingerprints at an IdentGo location, please go to <https://uenroll.identogo.com/>, enter the Service Code **1KG756**, and select **Submit A Fingerprint Card by Mail** when completing your pre-enrollment.

**What can I expect at my appointment?**

- During your appointment, you will be asked to confirm the information provided during the pre-enrollment process, provide your form of I.D., provide your Social Security Number, and have your picture taken. **You will not be processed if you cannot produce the acceptable photo ID you selected to bring during the pre-enrollment process.**
- After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
- The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.

**What are the next steps of the process after I submit my fingerprints?**

- The Department of Human Services (DHS) will receive the Federal Criminal History Record from the FBI. The DHS's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to you. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied.". This does not prohibit an employer from copying an applicant's results letter, it is solely a means to verify that it is an official record.
- You must then provide the original Act 73 FBI Clearance to UPMC for verification.

**What happens if my fingerprints are rejected by the FBI?**

Poor fingerprint detail may be caused by age, trade, or some other environmental/physical condition. In the case of a fingerprint rejection by the FBI, applicants are requested by the FBI to submit a second set of fingerprints, at no charge to the applicant. This second submission must occur before alternative means of conducting a federal background can be initiated. If an applicant receives an FBI rejection letter they must submit a second set of fingerprints if they wish to complete their applicant background check. Individuals should take their rejection letter and proper identification to the nearest Pennsylvania Fingerprint location. A second fingerprint submittal will be conducted at no charge. Individuals do not need to re-register for their second fingerprinting session if they received an FBI rejection letter. If an individual's fingerprints are rejected a second time by the FBI, notification is forwarded to ChildLine by the FBI. ChildLine will then conduct a name based check based on the demographic information on the initial application. Results of the FBI name based record check are also forwarded by the FBI to ChildLine for interpretation.

**What happens if I do not receive my official Federal Criminal History Record?**

After your fingerprints have been submitted, do not contact the fingerprint site. The fingerprint site does not have the ability to provide an update on the status of their background check nor are they involved in the summary execution of your background check.

Complete processing of the FBI Criminal History Record should take no longer than 14 days. If you do not receive your results from Department of Human Services within this time frame, please contact the FBI Background Unit at **717-783-6211** or **1-877-371-5422**.