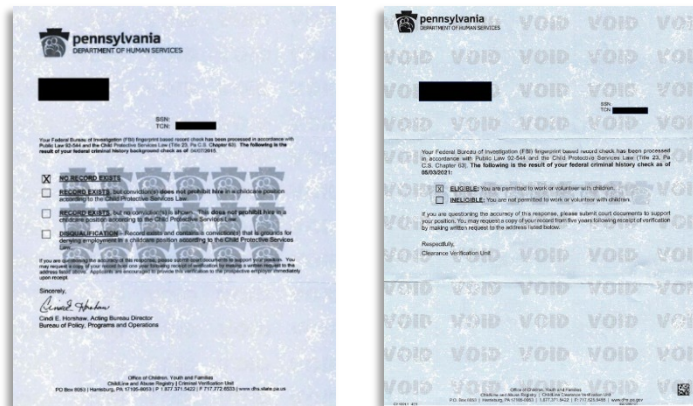


ACT 73 – FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL HISTORY RECORD CLEARANCE INFORMATION

As a condition of employment, your position requires that you secure the **ACT 73 Federal Bureau of Investigation (FBI) Criminal History Record Clearance**.

You are required to provide original documentation of this clearance. Failure to provide this information within the specified timeframes may result in corrective action, up to and including termination. If there are multiple pages, all pages must be submitted.

The clearance must be renewed every **5 years**.



Both images above are acceptable examples of the Act 73. Clearances obtained after April 2021 will be in the format on the right.

ACT 73 – Federal Bureau of Investigation (FBI) Criminal History Record Clearance Application Instructions

The cost of this clearance is **\$23.85** 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.

STEP 1 - ONLINE APPLICATION

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:

1. Enter the Service Code **1KG756** on the main page of the website.
2. Select **Schedule or Manage Appointment**.

3. Enter the required personal information throughout the next few screens: Essential Info, Employer, 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.*
4. Select the most convenient location, date, and time to schedule an appointment.
***You may select to be a walk-in, but it is highly recommended to schedule a specific appointment.*
5. Review your appointment details and click **Done** to complete the registration.
6. You will receive confirmation of the scheduled appointment via the preferred method of contact you selected.
***If you selected email, the email confirmation will be titled **IdentoGo Service Confirmation – PA DHS-Employee >=14 Years Contact w/ Children**. We recommend saving this email for your records as it can be used in the next step.*

Payment will be completed during the appointment. Payment can be made via cash, credit card, certified check (payable to MorphoTrust), or money order.

STEP 2 – COMPLETE FINGERPRINTS

1. Attend your pre-scheduled appointment and/or go to the location selected as a walk-in.
2. 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.**
3. After the identity of the applicant has been established, all ten fingers are scanned to complete the process.
4. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
5. You will be provided with a receipt after your payment is processed.
6. You will receive a confirmation email updating the status of your application to **Enrollment Received**. The email confirmation will be titled **IdentoGo Service Confirmation – PA DHS-Employee >=14 Years Contact w/ Children**.

What happens if I do not receive an email confirmation?

If you do not receive an email confirmation, contact IdentoGo/MorphoTrust at 1-855-845-7434.

The PA Department of Human Services 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 clearance, it is solely a means to verify that it is an official record.

STEP 3 – PROVIDE THE ORIGINAL CLEARANCE

You will need to present original documentation of your clearance. You will need to present documentation of your clearance to:

- Your manager or department representative
- Your local Human Resources department

Frequently Asked Questions

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 required by the FBI to submit a second set of fingerprints to complete the background check. This second submission must occur before alternative means of conducting a federal background can be initiated. Individuals should take their rejection letter and proper identification to the nearest Pennsylvania Fingerprint location where 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 the PA Department of Human Services by the FBI for determination of next steps.

How do I complete my fingerprints if I live outside of Pennsylvania?

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 IdentoGo location once living in Pennsylvania. However, if you are unable to complete the fingerprints at an IdentoGo 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 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 the Department of Human Services within this time frame, please contact the FBI Background Unit at 717-783-6211 or 1-877-371-5422 or contact IdentoGo/MorphoTrust at 1-855-845-7434.