

INSTRUCTIONS FOR PROVIDERS:

OBTAINING FEDERAL CRIMINAL HISTORY CERTIFICATIONS

Child care providers must obtain a federal criminal history certification, National Sex Offender Registry (NSOR) Verification, Pennsylvania criminal history, and child abuse certifications. In addition, the Pennsylvania Child Protective Services Law requires child care providers to complete a course titled, "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania." This letter tells you how to obtain your federal criminal history results, NSOR verification and how to complete the required training.

FEDERAL CRIMINAL HISTORY CERTIFICATION

To obtain the federal criminal history certification, you must first be fingerprinted at the Department of Human Services fingerprint scan center, Identogo. Identogo will send your fingerprints directly to the Pennsylvania State Police and the Federal Bureau of Investigation for comparison in their databases. Their findings will be sent to ChildLine for interpretation. ChildLine will then forward you a letter indicating your federal criminal history certification results. **You must contact the Early Learning Resource Center (ELRC) immediately upon receipt of these results to schedule a face-to-face meeting and bring the original letter (not a copy) to the ELRC when you come for your face-to-face meeting.**

On-line registration and fingerprint scheduling is preferred. However, if you do not have access to the internet, you can register and schedule an appointment at an Identogo location by calling toll-free, 844-321-2101.

Please complete your fingerprint scan immediately. To register and schedule a fingerprint appointment, navigate to the Identogo website <https://uenroll.identogo.com> then:

1. Enter Service Code - 1KG74S

2. Click Schedule or Manage Appointment.

IdentoGO English

1KG74S - Pennsylvania DHS-Family Child Care Home Provider

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Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

3. Complete the Application Process.

IdentoGO English

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Essential Info > Citizenship > Personal Questions > Personal Info

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

4. You will be able to find a fingerprint location after you complete your application.

You must bring proper identification when you arrive at the IdentoGo location. If you do not bring proper identification, the site will not conduct your fingerprint scan. Please bring one of the identification documents from the following list to your IdentoGo appointment:

- Driver's license issued by a state or outlying possession of the U.S.
- Driver's license permit issued by a state or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a territory of the U.S.
- State (or outlying possession of the U.S.) ID card with a seal or logo from the state or state agency
- Commercial Driver's License issued by a state or outlying possession of the U.S.

- Department of Defense Common Access Card
- Employment Authorization Card/Document (I-766) with photo
- Foreign driver's license (Mexico and Canada only)
- Foreign passport
- Military Dependent Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within the U.S.
- Uniformed Services Identification Card
- Photo ID Waiver for Minors and U.S Social Security Card or Birth Certificate

Contact your ELRC at [570-327-5495](tel:570-327-5495) as soon as you receive your fingerprint results and have your Certificate of Completion for Mandated Reporter training. The ELRC will then schedule you for a face-to-face meeting.