

IMPORTANT!!

∞ FBI REPORT PROCEDURE ∞

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- **If you are currently employed by a skilled nursing facility (nursing home) for less than one year, please read and follow these instructions:**

Obtain a copy of your FBI report from your employer's human resources (HR) department. It must be dated within **one (1) year of the start of your nurse aide class**. Please have your HR department representative sign (including their title) and date your FBI report.

If your FBI report is older than one year, you must read and follow the "Instructions to Request an FBI Report from the PDE". The instructions are below.

OR

- **All other nurse aide students, please read and follow the "Instructions to Request an FBI Report from the PDE". The instructions are below.**

INSTRUCTIONS TO REQUEST AN FBI REPORT FROM THE PDE

The fingerprint-based FBI report is a multiple step process, as follows:

1. **Pre-register to get your fingerprints** – You must register before going to the selected fingerprint site. Pre-enrollment can be completed online or by phone.

To pre-register by phone, call: 844-321-2101 Monday through Friday, 8am to 6pm EST.

During the pre-enrollment process, all of your demographic data (name, address, etc.) is collected. You will also know what forms of photo ID must be brought with you to the fingerprinting appointment.

If pre-enrolling online, the website is: <https://uenroll.identogo.com/>

- You must enter the Service Code **1KG6NX** to ensure fingerprints are processed correctly and for the right purpose. ("1KG6NX - Pennsylvania PDE-Area Vocations Technical School (AVTS)" must appear at the top of the screen. If it doesn't, you must click the "Back to Home" button and begin the process again by re-entering the correct Service Code **1KG6NX**. If you proceed with the process under the incorrect code, you will be required to start the process over and pay for another FBI report.)
 - Follow the instructions provided and complete each field accurately.
2. **Payment** – You will be charged a fee for the fingerprinting service when you get your fingerprints processed. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted on site. No cash transactions or personal checks are accepted.
 3. **Fingerprinting Locations** – After pre-registration, proceed to the selected fingerprinting site where you made the appointment. The location of the fingerprinting sites and their hours of operation are listed on the website. Please select a fingerprinting location that is convenient for you.

4. **Preparing to be Fingerprinted** – You must bring an approved State or Federal photo ID with you to be fingerprinted. A list of approved ID types can be found on the Identogo website. Examples of an approved ID is a State-issued photo driver's license or passport. You will not be processed if you cannot produce an acceptable photo ID at the time of your appointment. After your identity has been established, all ten of your fingers are scanned. The entire fingerprinting process should take no more than five minutes.

Once your fingerprints have been scanned, you will receive an UNOFFICIAL FBI LETTER of your FBI report. (You will receive only one copy of this letter so please do not discard it.)

Once you receive your unofficial FBI letter, you must send a written request to the PDE by email or fax ONLY requesting the official FBI report. You must include the following information in your request:

1. Applicant's full name
2. Current mailing address
3. Universal Enrollment Identification (UEID) number
4. Email address
5. Telephone number

Please email or fax your request to:

Sheri Weidman
Coordinator, NATCEP
Email: ra-natcep@pa.gov

Arthur Richardson
Support Staff
Fax: 717.783.6672

It can take up to 6 weeks to receive your official FBI report in the mail so please plan for this when you register for your nurse aide class.

PLEASE NOTE: The unofficial FBI letter will NOT be accepted for entry into the nurse aide program. You must obtain the official FBI report from the PDE.

5. **When you receive your official FBI report, send a copy of it to:**

HACC, Central Pennsylvania's Community College
Nurse Aide Training
One HACC Drive
Harrisburg, PA 17110

OR

Hand deliver the report to the Nurse Aide Training Department at 1523 N. 4th Street, Harrisburg, PA 17102, Room 219

PLEASE SEND A COPY OF YOUR FBI REPORT -- DO NOT SEND THE ORIGINAL REPORT. THE ORIGINAL FBI REPORT MUST BE TAKEN TO THE FIRST DAY OF YOUR NURSE AIDE CLASS.

NOTE: If the HACC nurse aide training program determines that additional information is needed in order to accept you into the program, it is your responsibility to request and forward that information to the HACC nurse aide program staff for further evaluation **prior to the start of class**. THIS PROCESS CAN TAKE MORE TIME THAN THE USUAL 4 TO 6 WEEKS. PLEASE PLAN AHEAD.