

UPPER MORELAND TOWNSHIP PARKS & RECREATION DEPARTMENT

1. PA CRIMINAL RECORD CHECK

Fee: \$22

Visit <https://epatch.state.pa.us/> - select 'Submit a New Record' (Gray box), complete the information that is requested, complete payment online and PRINT and submit the results to UM Township.

2. PA CHILD ABUSE CLEARANCE

Fee: \$8

Visit <https://www.compass.state.pa.us/cwis/public/home> - follow directions online, complete the information that is requested, complete payment online and PRINT and submit the results to UM Township.

3. FEDERAL (FBI) CRIMINAL HISTORY REPORT

Fee: \$22.60

The fingerprint-based background check is a multiple-step process:

The applicant must register **prior** to going to the fingerprint site. **Walk in service without prior registration will not be provided at any fingerprinting location.** Registration is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com/>

1. LOG ONTO <https://uenroll.identogo.com/>
 2. ENTER CODE: 1KG738
 3. COMPLETE QUESTIONS (ALIAS WOULD ALSO BE MAIDEN NAME, WE HAVE NO COUPON CODE)
 4. SELECT WHICH DOCUMENT THAT YOU WILL BE USING TO CONFIRM YOUR IDENTITY
 - a. Driver's License issued by State, Driver's Permit, Passport, etc. – this item **MUST** be presented at the fingerprinting site along with the registration or UE ID number
 5. SELECT WHICH LOCATION IS MOST CONVENIENT FOR YOU
 - a. Schedule an appointment OR
 - b. Select walk in
- IMPORTANT NOTE: Applicants will be responsible to pay at the time of service.***
6. PRINT RECEIPT – Applicants **MUST** present receipt of online registration as well as proof of identification at the Fingerprinting Location.
 7. A physical copy of the Federal Criminal History Record will be returned to the applicant. The applicant will then provide the Federal Criminal History Record to their prospective employer.

4. MANDATORY REPORTING TRAINING CERTIFICATION

Fee: FREE

Visit <https://www.reportabusepa.pitt.edu/> – Register online by completing the form. This is a 3 hour online training program that is approved by the Department of Human Services. You must complete the training (you can break it up into segments) and print and submit the completion certificate to UM Township.