

Cumberland Valley School District
FBI Federal Criminal History Clearance Procedures
(For Employment Purposes)

1. Visit the Idemia (formerly MorphoTrust USA, LLC) website to get started:
<https://uenroll.identogo.com>
2. Enter Service Code (Use code 1KG6XN for PA Department of Education (PDE) – School Districts) and click “Go”.
3. Click on “**Schedule or Manage Appointment**”.
4. Complete personal information through subsequent screens.
5. Make note of your confirmation number and fingerprinting information.
6. Visit the IdentoGo center of your choice to pay the appropriate fee and have your fingerprinting completed.
7. Once fingerprinted, provide a copy of your confirmation to the Cumberland Valley Human Resources Department. The official Federal Criminal History Record will be available to the Cumberland Valley Human Resources Department online.