

FBI Online Registration

By checking this box I hereby grant the Pennsylvania Department of Education the authority to electronically disseminate my Federal Criminal History Record Information Report, as authorized by the Adam Walsh Child Protection and Safety Act of 2006, Section 153, to any school entity to which I apply for employment, student teaching, work as a contractor, or volunteer service. The school entity will review the report online to make a determination concerning my suitability for the position or service for which I have applied.

Print Name: _____

Signature: _____

By registering you are accepting to submit to a fingerprint based check through the Pennsylvania State Police and the Federal Bureau of Investigation.

If you believe your State Identity History Summary contains inaccurate or incomplete information please go to: <https://epatch.state.pa.us> utilize the Individual Access and Review/Challenges

- If the subject of the request disagrees with the report received, they may challenge the report by requesting a hardcopy Form SP4-164, Request for Criminal Record Check, from the Records and Identification Division by mail. This Form SP4-164 must have the Individual Access and Review block check marked, be completed and returned to the Records and Identification Division. A complete copy of the individual's criminal history along with a challenge form will be mailed to the individual. The form must be completed and returned to the Central Repository within 30 days of receipt. If the subject of the request claims the criminal history received is not his/hers, a fingerprint comparison must be made.

If you believe your Federal Identity History Summary contains inaccurate or incomplete information, you have two options for requesting a change or correction

- Option 1: Contact the agency or agencies that submitted the information to the FBI for Missing or Incorrect State (Non-Federal) Information
- Option 2: Send a written challenge request to the FBI's CJIS Division Missing for Incorrect Federal Information

Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation to substantiate your claim. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes and notify you of the outcome. You may submit an Identity History Summary challenge to the FBI's CJIS Division by writing to the following address:

FBI CJIS Division
Attention: Criminal History Analysis Team 1
1000 Custer Hollow Road
Clarksburg, WV 26306

For further information - <http://www.fbi.gov> {challenge-of-an-identity-history-summary}

Transaction Information

Reason Fingerprinted

NON-PUBLIC SCHOOLS *

Personal Information

Last Name

*

First Name

*

Middle Name

Date of Birth

(MMDDYYYY) *

Place of Birth (State)

*

Social Security Number

*

Sex

*

Race

*

Eye Color

*

Hair Color

*

Height

*

Weight

*

Country of Citizenship

*

Address

*

City

*

State

*

Zip

*

Phone #

*

E-Mail Address

Note: Highlighted fields are required and marked by a * .