

BUCKS COUNTY TECHNICAL HIGH SCHOOL

610 Wistar Road
Fairless Hills, PA 19030
(215) 949-1700

Welcome to the Adult Education Program at Bucks County Technical High School.

Upon completion of the following, all documents must be submitted to Karen Moyer, Human Resources Coordinator, prior to commencement of employment.

Act 153 of 2014 requires all prospective employees of public and private schools, intermediate units and area vocational-technical schools, to provide to the employer three background checks: the Federal Criminal History Record; the Pennsylvania State Criminal History Background Check; the Child Abuse History Clearance. These clearances must be renewed every five years.

Step I - Obtain your Federal Criminal History Record, as follows:

Fee: \$23.85

- You must register on the Identogo website or by making a phone call prior to going to the fingerprint location.
- Register online at <https://uenroll.identogo.com>.
- Enter the following Service Code: 1KG6NX
OR
- Schedule an appointment on line or by calling 844.321.2101.
- You will need to bring ID with you to the fingerprint location. Review the attached list of acceptable pieces of identification.
- After you register, print the final page of your registration. You will also receive an email confirmation. Both will have a "UE ID" Code.
- Take the sheet with the "UE ID" Code, your piece of ID, and method of payment with you to the fingerprint location.
- Payment will be made at the fingerprint location with a credit card or money order only.
- Submit the receipt you receive from Identogo.
- Your results will be sent to your email address. You will have one opportunity to open the email and print the results.
- Submit your results and/or your "UE ID" Code.

Identogo Locations

225 Lincoln Highway, Ste 100
Fairless Hills, PA 19030

2824 Street Road
Bensalem, PA 19020

705 Shady Retreat Road
Doylestown, PA 18901
(BCIU 22)

Step II - PA State Police Criminal Record Check:

Fee: \$22.00

- Access the PATCH system at <https://epatch.state.pa.us>
- Select "Submit a New Record Check".
- Complete the requested information.
- Submit your credit card information.
- Your result will be either: "No Record" or "Request Under Review".
- Print this page.

Step III - PA Child Abuse History Clearance:

Fee: \$13.00

- Go to <https://www.compass.state.pa.us/CWIS>
- You will need to create an account in order to submit your request.
- You can request that a copy be mailed to your home.
- You will receive an email when your results are complete.

Step IV:

- You must provide documentation in order to complete the Form I-9.
- ***Important Note:*** Please review the sheet entitled, List of Acceptable Documents and bring these to school when you drop off the paperwork. You may bring only one original item from Column A ***or*** one original item from Column B ***and*** one original item from Column C. ***Copies are not acceptable – you must produce originals.***

All forms must be submitted directly to:
Karen Moyer, Human Resources Coordinator,
Bucks County Technical High School
610 Wistar Road
Fairless Hills, PA 19030
kmoyer@bcths.com
fax: 215.949.9405

/km
7/2019

Fingerprint Service Code Form

Service Name: Area Vocations Technical Schools (AVTS)

To schedule your in-person fingerprint appointment, simply visit www.pa.gov/education/identogoform and enter the following Service Code:

1KG6NX

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment 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 United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- 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's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form 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 United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling 844-321-2101

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<p align="center">LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p align="center">LIST B Documents that Establish Identity</p>	<p align="center">LIST C Documents that Establish Employment Authorization</p>
OR		AND
<p>1. U.S. Passport or U.S. Passport Card</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>	<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>	<p>3. School ID card with a photograph</p>	<p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>4. Voter's registration card</p>	<p>4. Native American tribal document</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p>	<p>5. U.S. Military card or draft record</p>	<p>5. U.S. Citizen ID Card (Form I-197)</p>
<p>a. Foreign passport; and</p>	<p>6. Military dependent's ID card</p>	<p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p>b. Form I-94 or Form I-94A that has the following:</p>	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>7. Employment authorization document issued by the Department of Homeland Security</p>
<p>(1) The same name as the passport, and</p>	<p>8. Native American tribal document</p>	
<p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>	<p>9. Driver's license issued by a Canadian government authority</p>	
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p align="center">For persons under age 18 who are unable to present a document listed above:</p>	
	<p>10. School record or report card</p>	
	<p>11. Clinic, doctor, or hospital record</p>	
	<p>12. Day-care or nursery school record</p>	

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.