

Pennsylvania Department of Education  
School Services Unit  
333 Market Street  
Harrisburg, PA 17126-0333

Sample

Malvern, PA 19355

Registration ID: PAE163C608080728

Dear Applicant,

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI). You requested this copy when you registered to be fingerprinted. This copy is for your use only and cannot be used as the official copy that is to be reviewed by your prospective employer.

Pennsylvania law, Act 114 of 2006, requires prospective employees of all public and private schools and their contractors, who will have contact with children, to obtain a federal background check prior to employment. The applicant must provide a report that is no more than one year old to their employer; the report must be provided in a manner prescribed by the Department of Education (PDE). PDE established an all electronic system for obtaining federal background checks, effective December 1, 2008. The new system enables Administrators of public and private schools and Teacher Training Institutions to review the official CHRI online. Under this new system, applications and results are being processed much more efficiently.

Applicants for employment to any public school or private school or their contractor (s) must include their Registration ID number with their employment application. The Administrator of the public or private school will use your Registration ID number to locate your CHRI in the secure, online system. Under Act 114 and Section 1-111 of the PA Public School Code, ~~it is the responsibility of the Administrator to review the CHRI and make a~~ determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of the CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college / university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted 12 months from the date you were fingerprinted.

Information on Act 114 of 2006 and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: [www.pde.state.pa.us](http://www.pde.state.pa.us) . The PDE's School Services Unit oversees the process, and can be contacted at: [RA-PDE-SchoolServices@state.pa.us](mailto:RA-PDE-SchoolServices@state.pa.us) .

Not an Official Copy -- For Applicant Use Only

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Sample

CIVIL APPLICANT RESPONSE

TCN E20160720000000043745

CIDN

OCA

W 511

MNU

SOC XXX XX SEX M

CAC0G009Z 3M COGENT

DUBLIN OH

2016/03/12

A SEARCH OF THE FINGERPRINTS ON THE ABOVE  
INDIVIDUAL HAS REVEALED NO PRIOR ARREST  
DATA.

CJIS DIVISION

2016/03/12

FEDERAL BUREAU OF INVESTIGATION

3M COGENT  
STE A  
5025 BRADENTON AVE  
DUBLIN, OH 43017

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