

FEDERAL BUREAU OF INVESTIGATION (FBI)
CRIMINAL BACKGROUND CHECK
(Act 114 Fingerprinting Clearance)

FBI Clearance Pre-Enrollment Process:

*Applicants must pre-register *prior* to going to an Identogo fingerprint site.


1. Pre-enroll at <https://uenroll.identogo.com/>. If you do not have access to the internet, pre-enroll by calling 1-844-321-2101.
2. Enter Service Code:
 - a. Employees – 1KG6XN
 - b. Volunteers – 1KG6ZJ
3. To schedule an appointment, click on “Schedule or Manage Appointment”.
4. Applicants will receive a receipt at the Identogo center which will include a Universal Enrollment ID (UEID). This ID is applicant specific and will be used by the employer to retrieve your results. *Please submit as proof of fingerprinting.* An "unofficial" result will be emailed to the applicant.
5. There is a fee for the FBI clearance that can be paid at the fingerprinting site.
6. Questions or issues can be directed to the customer service department at 1-844-321-2101.

All enrollment centers should be branded as Identogo centers.

Please bring one of the identification documents from the list below to your appointment (A more extensive list of identification documents will be listed during the pre-enrollment process):

- Driver's License/Driver's License Permit
- U.S. Military Identification Card
- U.S. Passport
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Below is an example of the receipt you will receive at the Identogo center after being fingerprinted:

IdentoGO Center 441 S LongName Blvd CityName, ST 10111	
IdentoGO	
Date:	02/07/2015@11:15 AM
Customer:	JOHN S. SMITH
UE ID:	U11F-193H9F
TCN:	00114987534
119B01 - Enrollment Service	\$39.95
Subtotal:	\$49.95
Tax:	1.24
Credit Card Service Fee:	0.52
Total:	\$51.71
Auth Code	\$10.00
CARD (1111)	\$41.71
Auth Number:	123ABC
Amount Paid:	\$51.71
I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.	
 Signature	
Check the status of your service at: http://uenroll.identogo.com	

Questions & Answers for Fingerprint Services in the State of Pennsylvania

Why conduct FBI background checks?

Pursuant to Section 1-111 of the Pennsylvania Public School Code of 1949 and the Pennsylvania Child Protective Services Law, all district employees (current and prospective), independent contractors and volunteers are required to provide a copy of their Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check and the Federal Bureau of Investigation (FBI) Criminal Background Check.

Do I have to schedule an appointment to be fingerprinted?

Appointments with an IdentoGo site are not required, but suggested. Pre-registration is required. Once registered, applicants may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times.

Where do I register for fingerprinting?

Registration is best conducted online at <https://uenroll.identogo.com>. You may also register by phone at 1-844-321-2101.

How much will it cost?

Fingerprint fees vary based on reason for print.

How can I pay for my fingerprinting?

Payment may be made to the fingerprinting site at time of fingerprinting. Payment options include: Certified Check - payable to MorphoTrust, Money Order, Debit Card or Credit Card. *No personal checks or cash will be accepted.*

What am I required to bring to the fingerprint site?

You must be registered before proceeding to a fingerprint site. At the fingerprint site you will be asked to produce identification before processing may begin. Applicants will not be processed if they cannot produce acceptable identification.

Where are the IdentoGO sites located?

Applicants should use <https://www.identogo.com/locations/pennsylvania> to find a location. Applicants will also be able to find the nearest location during the pre-enrollment process.

What happens to my fingerprints once they are submitted?

The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.

Will I still have to complete my other required background checks?

The fingerprint based background check is conducted in addition to your other State required checks.

How do I know if my personal information is secure?

Your personal data traveling from the fingerprint equipment is comprehensively secured and regulated by both IDEMIA and State and Federal regulations governing the use of that data.

The IDEMIA statewide fingerprint service is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all of the fingerprint machine's background check submissions adhere to both the FBI's and Pennsylvania State Police's security requirements. All communication traffic to and from the fingerprint machine is either encrypted or conducted through encrypted ports.

I still have additional questions, who do I call?

Any questions or issues can be directed to the customer service department at 1-844-321-2101.