FBI Fingerprint Instructions

Go to https://uenroll.identogo.com/

Enter the appropriate Service Code, determined by the purpose of the check.

    For staff, faculty, students under ACT 153 and/or Minors on Campus use 1KG756

    For students to volunteer use 1KG6ZJ

Select Schedule or Manage Appointment

Complete the registration process including Legal Name, Date of Birth, Method of Contact

Click <NEXT>

Complete Citizenship information

Click <NEXT>

Complete the Personal Questions

FBI Fingerprint Instructions

FBI

For the 3rd Question regarding an Authorization Code, select Yes
- o   Enter the code provided to you by Human Resources

Click <NEXT>

Complete the Personal Information page

Personal Information

* Required Field

* Preferred Language (Receipts & other communication)   * Gender   * Race   * Ethnicity

English

Click <NEXT>

Complete the Mailing Address page

FBI Fingerprint Instructions

Complete the Payment Form
- o For users completing the registration paying for their own clearance, complete with your credit card information
- o For University Employees completing the registration, enter the Authorization Code provided by Human Resources

Select an Appointment Date and Time from those available

IdentoGO
718 S State St
Clarks Summit, PA 18411-1749

Click <SUBMIT>

A Service Summary will be provided, print it and take with you to the fingerprint location, along with your identity document and the payment code provided to you by the Office of Human Resources

Service Summary

Pennsylvania

1KG67 L Pennsylvania DHS Volunteer

Status as of 12/05/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date:	**12/05/2017**
UE ID:	**UZSV-286529**
Applicant:	**Elisa Cosner**

accept the following methods of payment:

We

Important!

1KG67 L - Pennsylvania DHS Volunteer Appointment Details:

Clarks Summit, PA

Appointment Time:

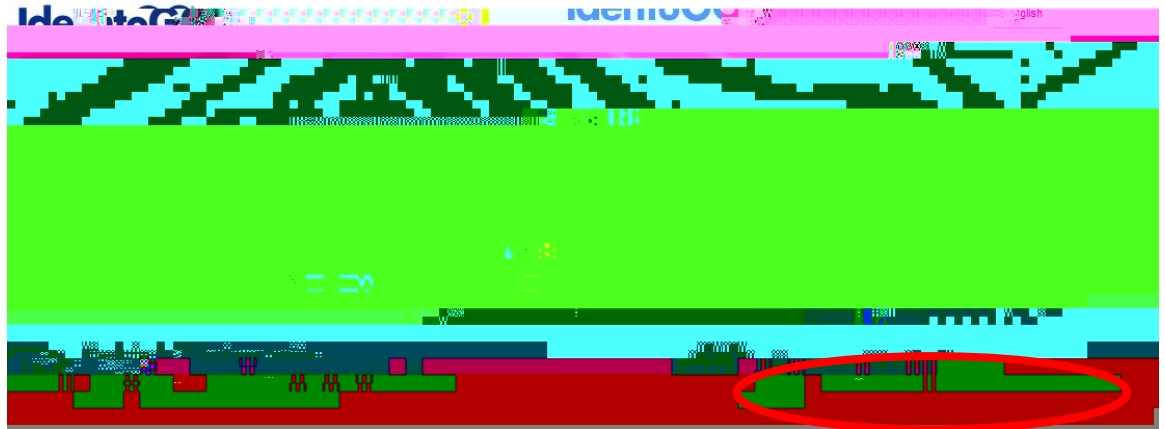IdentoGO
718 S State St

12/08/2017 @ 8:20 A

vide 24 hours notice when canceling/rescheduling an appointment.

Please prov

🗑 Cancel Appointment   📅 Reschedule Appointment

FBI Fingerprint Instructions

From the service summary page, select <cancel appointment> or <reschedule appointment> or
From the enrollment page https://uenroll.identogo.com/
- o Select Manage Appointment

- o Enter the UE ID from the receipt and Date of Birth

- o Click <Next>
- o Cancel or Reschedule your appointment