

# STEPS TO COMPLETE FBI BACKGROUND CHECK

1. Pre-enroll for your FBI Fingerprint Clearances on the Identogo website:

<https://uenroll.indentogo.com> go to “Schedule or Manage an Appointment”

- a. Please enter the code 1KG6ZJ which indicates that you are being fingerprinted as a DHS Volunteer with a child-care service
- b. Complete all steps of the registration process. Under “documents,” please make sure to select an identification document you own that will serve as your official identification.
- c. Print your receipt from this transaction that includes your Universal Enrollment ID (UEID). It should look like this. **You will need this receipt for your fingerprint appointment and your final processing appointment; do not lose it.**

Identogo Center  
441 S. Longfellow Blvd  
CityName, ST 10111

## IdentoGO

Date: 12/20/2023 11:13 AM  
Customer: John S. Smith  
UEID: 123456789  
Tax: 123456789

110001 - Fingerprint Service	\$20.00
Business	(\$40.00)
Tax	\$1.00
Credit Card Service Fee	\$1.60
Total	\$21.70
Auth Code	570-50
Class (F111)	\$0.70
Auth Number	1234567
Amount Paid	\$21.70

I agree that I will pay for this purchase in accordance with the issuing bank's cardholder agreement.

*John S. Smith*  
Signature

Check the status of your service at <https://www.indentogo.com>

2. At the end of the pre-enrollment transaction, you will be asked to make an appointment to be fingerprinted at an available location.

- a. Please note that 440 North Broad Street is no longer a fingerprinting location.
- b. The list of locations where you must travel to complete your fingerprints can be found on the website:

<https://www.indentogo.com/locations/pennsylvania> .

3. On the day of your scheduled appointment, please make sure to bring your receipt from the pre-enrollment, the identification documentation you selected to confirm your identity, and a form of payment.

- a. Please make sure that your legal name exactly matches the name on the identification.
- b. For payment, Identogo locations accept business check, money order, or a credit card. The total cost of the clearance is \$22.60 and there is a \$1.00 processing fee for credit cards.

## **Frequently Asked Questions:**

What if I register for fingerprints prior to the transition to the new vendor? Fingerprinting is no longer being handled by Gemalto Cogent, Pennsylvania's previous vendor. If you have registered with Cogent and did not get your fingerprints done you should request a refund and register with the new provider, Identogo.

# Child Abuse & Criminal History Clearances

Self-Service Portal link below. Be sure to mark Volunteer on your application to avoid being charged.

<https://www.compass.state.pa.us/cwis/public/home>

Or ask the school office for the form

## Criminal Background History Clearances

Self-service portal link below. Click on New Record Check (volunteer only) button

<https://epatch.state.pa.us/Home.jsp>

Or ask the school office for the form