FBI Federal Criminal History Background Check and Fingerprinting (Act 114) for Employees

https://uenroll.identogo.com/

Cost: $23.85

Payment is made at the Fingerprinting Site. *(Online payment not available.)* Major Credit Cards Money orders or cashier's checks payable to MorphoTrust are accepted. **No cash transactions or personal checks.**

FINGERPRINTING BACKGROUND REPORT SUBMISSION

After you have completed your fingerprinting, should submit your **UE ID #** to the District which can be found on the receipt provided after your fingerprints have been captured. You also will receive an unofficial copy of the report via mail. This report is for your records.

REGISTRATION

Complete pre-registration online at https://uenroll.identogo.com or telephone registration at 1-844-321-2101. **Pre-r*egistration must be completed prior to going to fingerprinting site.***

SERVICE CODE: PDE School Districts Code - **1KG6XN**

- ❑ **To get start registration enter in the appropriate service code and click "GO".**
- ❑ **Click on "Schedule or Manage Appointment".**
- ❑ **Enter your Personal & Contact Information.**
- ❑ **Set your Security Question & Answer.**
- ❑ **Enter your Citizenship Information.**
- ❑ **Answer Personal Questions**. *(The District does not provide payment for this service, so there is no authorization code (coupon code) to be used as a method of payment)*
- ❑ **Enter Additional Personal Information.**
- ❑ **Enter Your Mailing Address Information.**
- ❑ **Select the required document that you will bring with you for Identification to the fingerprinting site.**
- ❑ **Choose your fingerprinting site based on your location.** *(You will need to set an appointment date and time for submitting your fingerprints. Walk-ins are available, however scheduled appointments are considered a priority. You will be given the appointment availbility when you select your site.)*

  NOTE: The registration indicates that fingerprinting capture takes 3 to 5 minutes, however please be prepared for it to take a longer as the fingerprinting process differs for each person.

- ❑ **Select your date and time.**
- ❑ **After you submit your date and time, you will receive a Service Summary indicating the current status of your Registration.** *We suggest you print out a copy of your status to take along with you to your appointment by clicking on "Print Status" at top right hand of page. You will also receive an email confirmation.*

REGISTRATION STATUS/APPOINTMENT MANAGEMENT

To check the status of your service, manage or reschedule an existing appoint, or reschedule a missed appointment, go to https://uenroll.identogo.com/ and click on "**Check the Status of your Service**" or "**Manage an existing Appointment**". You will be asked to either enter your Method of Contact information you submitted or you may search by your UE ID# and Date of Birth.

FINGERPRINTING LOCATIONS:

After registration, you will need to visit the fingerprint site you selected for fingerprinting. The location of the fingerprint sites and days and hours of operation for sites are posted on IDEMIA's website at https://uenroll.identogo.com. Click on "Locate an Enrollment Center" and enter your zip code

IdentoGO

Community Action Partnership of Lancaster
601 S Queen St, Lancaster, PA 17603

Lebanon Family Health Services
615 Cumberland St, Lebanon, PA 17042

Ephrata Public Library
550 S Reading Rd, Ephrata, PA 17522

York Learning Center
300 E 7th Ave, York, PA 17404-2105

Elizabethtown Public Library
10 S Market St, Elizabethtown, PA 17022

Berks County Intermediate Unit
1111 Commons Blvd, Reading, PA 19605

The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location by entering their zip code through "Locate an Enrollment Center".

Make sure you provide a State or Federal Approved ID. (List of Approved IDs found at https://uenroll.identogo.com/) Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.