

Instructions for Fingerprinting/ Identogo

1. www.identogo.com
2. Enter Zip Code
3. On the next screen you should see a map. Choose the location you prefer
4. Click on Schedule Appointment
5. On the next screen, you will see the word Pennsylvania. Scroll down to the middle of the screen, and choose "Digital Fingerprinting".
6. You will need to enter a code on this page.
 - If you are a Volunteer you will enter **1KG6Y3**
 - If you are an Employee you will enter **1KG6XN**After you have entered the code, click GO
7. The next screen will give you the option to Schedule or Manage Appointment (choose this option)
8. You will need to enter your information on the next screen.

There will be several screens of entering personal information.

9. You will then select the documents you will bring for verification ie (Driver's License, Passport)

10. Next you will choose your location (17233)

11. Select Date and Time

12. The next screen will be your confirmation page.

13. There is a charge payable at the time of fingerprinting.

Acceptable forms of payment are Credit Card, Debit Card, or Money Order.

Cash or Personnel Checks WILL NOT BE ACCEPTED.