ACT 114 – FBI Fingerprint

   - This takes you directly to the IdentoGO website where you can register for fingerprinting, manage your appointment, and view fingerprinting locations.

2. Enter the service code **1KG6RT**.
   - This should take you to the ‘Pennsylvania PDE-Colleges/Universities Teacher Education Program’ page.
   - If PDE does not come up, DO NOT continue. The Department of Field Services can only view results from the PDE database.

3. Select ‘Schedule or Manage Appointment’ and fill out the information appropriately. Continue to page 2.

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**ESSENTIAL INFORMATION TAB**

Make sure your information matches all identification documents shown at enrollment.

**ADDITIONAL INFORMATION TAB**

Fill out security question. Record and keep this information.
CITIZENSHIP TAB

Please enter your information below. Then click ‘Next’ to continue or ‘Cancel’ to exit.

Citizenship

* Country of Birth
   -- Choose One --

City of Birth

* Country of Citizenship
   -- Choose One --

PERSONAL QUESTIONS TAB

Please answer the questions below. Then click ‘Next’ to continue or ‘Cancel’ to exit.

* Have you ever used an alias?
   ○ Yes  ○ No

* Is your mailing address the same as your residential address?
   ○ Yes  ○ No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

PERSONAL INFORMATION TAB

Enter personal information.

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (‘) are allowed in name fields). Then click ‘Next’ to continue or ‘Cancel’ to exit.

Personal Information

○ US  ○ Metric

* Height
   ft  in

* Weight
   lbs

* Hair Color
   -- Choose One --

* Eye Color
   -- Choose One --

* Preferred Language (Receipts & other communication)
   English

* Gender
   -- Choose One --

* Race
   -- Choose One --

* Ethnicity
   -- Choose One --
MAILING ADDRESS TAB
Enter mailing address.

DOCUMENTS TAB
Choose the document you are taking to your appointment. Most people choose their driver’s license, but there are other options.
If you are choosing another location, search by postal code or city. Choose a location and schedule an appointment time or choose walk-in. (Walk-ins are not recommended, but you can choose that option).
SERVICE SUMMARY

If you successfully completed pre-registration, you should receive a service summary that looks like the below screenshot.

- **Make sure it states PDE next to the service line.**
- If it shows a service other than PDE, you have chosen the wrong database.
  - The Department of Field Services will not be able to accept your results.
- Make sure you take a copy of your service summary with you to your appointment.
- Make sure the person administering your fingerprint is aware of the service code you need fingerprinted under.

![Service Summary Image]

AFTER YOUR APPOINTMENT

- You will receive an email stating your fingerprint has been processed.
- **Do not open the email until you have access to a printer.**
  - You will need to print and save an electronic copy of your results.
- The link is only valid for 30 days and you can only access the link ONE time.

TROUBLE ACCESSING THE APPLICATION?

If you are having trouble with the application, you will need to contact IdentoGO at 844-321-2124.