# ACT 114 – FBI Fingerprint

# **Issuing Agency: IdentoGO**

- 1. Apply online at <u>https://uenroll.identogo.com</u>.
  - 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.** Fingerprint results for other purposes will not be accepted.
- 3. Select 'Schedule or Manage Appointment' and fill out the information appropriately. Continue to page two with completing the pre-registration process.

#### **TAB: ESSENTIAL INFORMATION**

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

	Escential Info Additional Inf	• >	Citzenship	Paesensi Questi
				* Required Fields
Please enter your information below (letters, spaces, hyphens (-), and a Control to over	apostrophes () are allowed in name fields). The	in click 'Next' 1	o check the status	of your service
Cancel to ant.				
Name / Meth	od of Contact 🕐 UE ID / Date of Birth			
Notes:				
<ul> <li>Legal Name must match exactly on all identification documents brou</li> </ul>	ight to enrolment.			
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### TAB: ADDITIONAL INFORMATION

Fill out security question. Record and keep this information.

	Essential Info	Additional Info	Citizenship	_ > '
ase enter your information below.	Then click 'Next' to continue	or 'Cancel' to exit.		
gency Identifiers				
* Create a security question				
Once your background check is con	nplete, you will be prompted wit	h this question in order to acc	ess your	
* Enter an answer for your securit	y question			
You will have to supply this answer complete. Access to this report is	o your question to access your one-time use only, with only	unofficial criminal history info three attempts allowed to e	rmation when nter this	

### TAB: CITIZENSHIP

ease 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	•

# TAB: PERSONAL QUESTIONS

		Additional Info	$\geq$	Citizenship	Personal Questions	Personal Info	$\geq$	Address	$\rightarrow$	Documents
								1.1	Required Fiel	lds
P	lease ans	ver the questions below	. Then	click 'Next' to continue o	r 'Cancel' to exit.					
	* Have yo	u ever used an allas?						O Yes	O No	
	* Is your n	alling address the same	as your	residential address?				O Ver	O No	
	ia jour ii		as jour					0 105	0 100	
	* Do you h	ave an Authorization Con case have Authorization Code	de (Coup : available	oon Code) that you will be a to enter on the website later	using as a method of payment? in the scheduling process.			O Yes	O No	

#### **TAB: PERSONAL INFORMATION**

# Enter personal information.

ease enter your information below (lette	ers, spaces, hyphens (-), and ap	ostrophes	(') are allowed in name field	is). Then click "	Next' to continue	or 'Cancel' to exit.
Personal Information						
O US O Metric						
* Height	* Weight		* Hair Color		* Eye Color	
ft	in	Ibs	Choose One	•	Choose On	e •
Preferred Language (Receipts & othe	er communication)		* Gender	* Race		Ethnicity
English			Choose One +	Choose	One +	Choose One 🔹

# TAB: MAILING ADDRESS

#### Enter mailing address.

* Country	
Choose One	
* Address Line 1	
Address Line 2	
° City	
* Postal Code	

### TAB: DOCUMENTS

Choose the document you are taking to your appointment

	Personal Info	$\geq$	Address		Documents		Location	$\geq$	Date and Time	
lease sele	ct the required docur	ments to br	ing to your enrollment	Then	click 'Next' to continue or	'Cano	el' to exit			* Required Fie
Docum	ents									
* Docum	ent									
Cho	ose One									
* Does	the name you are enr	olling under	match the name on all	docume	ants selected?				O Yes	O No

#### TAB: LOCATION

IKG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program								
	Address	Σ	Documents		Location		Date and Time	$\supset$
								* Required Fields
Enter a Postal C continue or 'Can	ode, City, Airport cel' to exit.	Code or (	Special Location Acc	ess Code	to search for a lo	ocation to se	hedule your appointn	nent. After selecting a location, click 'Next' to
Note: Your regis	stration is not yet co	omplete. 1	You must select a loca	ition, as we	ell as a date/time o	n the followi	ng pages prior to receiv	ving your appointment confirmation.
Search for an En	roliment Center b	y Postal	Code, City and State	, or Airpo	rt Code.		Numbe	er of Results: 5 •
		9 U	se My Location	Search				
x Cancel								

If you are choosing another location, search by postal code or city. Choose a location and schedule an appointment time (recommended) or choose 'walk-in'.

iea	rch for an Enrollment Center by Pe	sstal Code, City and State, or Airport Code.	Number of Results: 5 •			
17	551	Vise My Location Q Search				
	Location	Address	Next 7 Days	Distance		
>	Lancaster, PA	888 Millersville Rd	155 appointments available	1.57 mi		
>	Red Lion, PA	696 Deita Rd	141 appointments available	14.15 mi		
>	Ephrata, PA	550 S Reading Rd	242 appointments available	14.74 mi		
>	Elizabethtown, PA	10 S Market St	216 appointments available	16.7 mi		
>	York, PA	300 E 7th Ave	9 appointments available	19.63 mi		

#### 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 and your results will be rejected.
- 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.

rvice Summ	hary	
annsylvania		
1KG6RT - Penns Program	ylvania PDE-Colleges/Universities Teacher Education	🕀 Print Status
Status as of 11/29/20	18	
Pre-Enrolled You have successful	ly pre-enrolled.	
Service Details:		
Date: UE ID: Applicant: Service: Estimated Amount D	11/29/2018 UZSV-2K61Y8 Jo Jo Thims 1KGGRT - PDE-Colleges/Universities Teacher Education Program ue: \$22.60	
We accept the follow Authorization Code, I	wing methods of payment: Business Check, Money Order, Credit Card 🛛 🗰 🗪 🔤	

### 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 PDF copy of your results.
- The link is only valid for 30 days and you can only access the link ONE time.
- Your results letter is 2 pages. Both pages must be submitted.

#### TROUBLE ACCESSING THE APPLICATION?

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