

ACT 114 – FBI Fingerprint

Issuing Agency: IdentoGO

1. Apply online at <https://uenroll.identogo.com>.
 - 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.

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Essential Info > Additional Info > Citizenship > Personal Questions

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- > Legal Name must match exactly on all identification documents brought to enrollment.
- > Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name * Middle Name (or NMN if no middle name)

* Last Name Suffix

Date of Birth

* Date of Birth * Confirm Date of Birth

TAB: ADDITIONAL INFORMATION

Fill out security question. *Record and keep this information.*

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Essential Info **Additional Info** Citizenship Pe

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

Agency Identifiers

* Create a security question

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

* Enter an answer for your security question

You will have to supply this answer to your question to access your unofficial criminal history information when complete. Access to this report is one-time use only, with only three attempts allowed to enter this answer correctly. Please remember or store this answer safely to use later. No other person will have access to this answer to retrieve.

TAB: CITIZENSHIP

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

Citizenship

* Country of Birth

City of Birth

* Country of Citizenship

TAB: PERSONAL QUESTIONS

Additional Info **Personal Questions** Personal Info Address Documents

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

* Required Fields

* 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. Yes No

TAB: PERSONAL INFORMATION

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 --

TAB: MAILING ADDRESS

Enter mailing address.

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

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

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Personal Info > Address > **Documents** > Location > Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document -- Choose One --

* Does the name you are enrolling under match the name on all documents selected? Yes No

TAB: LOCATION

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Address Documents **Location** Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Use My Location Search

Cancel Back Next

If you wish to get your fingerprint clearance done on campus, you will need to search: “SP-DILMILLU”.

If you are choosing another location, search by postal code or city.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

17551 Use My Location Search

Location	Address	Next 7 Days	Distance
> Lancaster, PA	888 Millersville Rd	155 appointments available	1.57 mi
> Red Lion, PA	696 Delta 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

Choose a location and schedule an appointment time (recommended) or choose 'walk-in'.

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.

Service Summary

Pennsylvania

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program [Print Status](#)

Status as of 11/29/2018

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 11/29/2018
UE ID: UZSV-2K61Y8
Applicant: Jo Jo Thims
Service: 1KG6RT - PDE-Colleges/Universities Teacher Education Program
Estimated Amount Due: \$22.60

We accept the following methods of payment:
Authorization Code, 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.