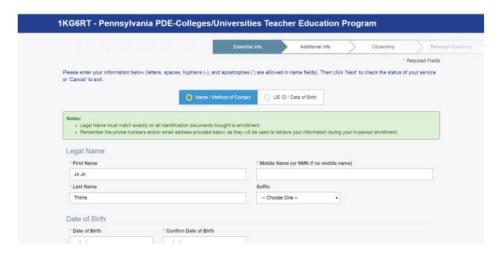
ACT 114 – FBI Fingerprint

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.

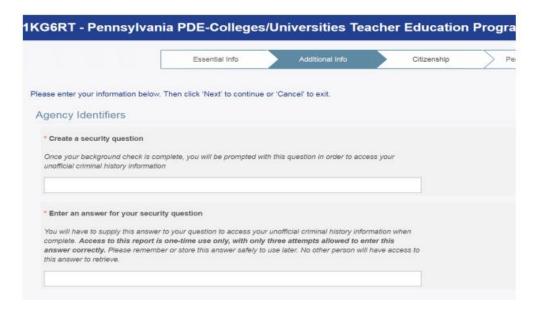
TAB: ESSENTIAL INFORMATION

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



TAB: ADDITIONAL INFORMATION

Fill out security question. Record and keep this information.



TAB: CITIZENSHIP



TAB: PERSONAL QUESTIONS



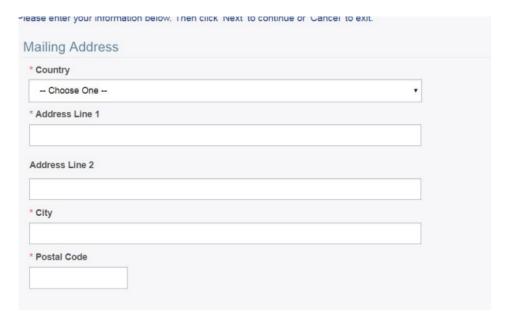
TAB: PERSONAL INFORMATION

Enter personal information.



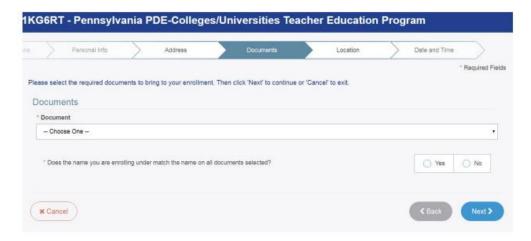
TAB: MAILING ADDRESS

Enter mailing address.

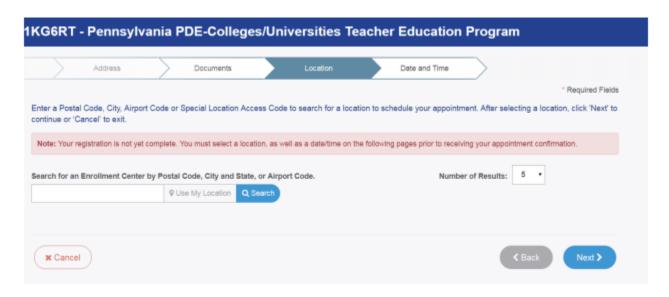


TAB: DOCUMENTS

Choose the document you are taking to your appointment



TAB: LOCATION



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.

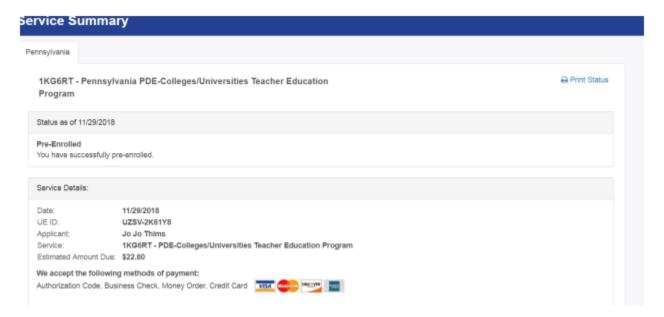


Choose a location and schedule an appointment time (recommended) or choose 'walk-in'.

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.
 - o 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.



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.