IdentoGO®

Fingerprint Service Code Form

PA Department of Education Use Only

Service Name: School Districts

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

1KG6XN

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

➢ Driver's License issued by a State or outlying possession of the U.S.
➢ Driver's License PERMIT issued by a State or outlying possession of the U.S.
➢ ID card issued by a federal, state, or local government agency or by a Territory of the United States
➢ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
➢ Commercial Driver's License issued by a State or outlying possession of the U.S.
➢ Canadian Driver's License
➢ Department of Defense Common Access Card
➢ Employment Authorization Card/ Document (I-766) with Photo
➢ Foreign Driver's License (Mexico and Canada only)
➢ Foreign passport
➢ Military Dependent's Identification Card
➢ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
➢ U.S. Coastguard Merchant Mariner Card
➢ U.S. Military Identification Card
➢ U.S. Passport
➢ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
➢ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
➢ Uniformed Services Identification Card (Form DD-1172-2)
➢ Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**

Applicant Procedures

The FBI background check will be increasing effective January 1, 2019. The new fee will be $23.85. All applicants will receive an unofficial copy of their report via email (****Please note the link is available only for ONE-TIME access only, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time****). *Fee is payable to IDEMIA*.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.comOpens In A New WindowOpens In A New Window. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information. **SMSD Service CODE: 1KG6XN**

   When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

2. **Payment** - The **applicant will pay a fee of $23.85** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

   IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This new option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, you will need to complete an applicationOpens In A New Window with IDEMIA.

3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.comOpens In A New WindowOpens In A New Window. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.

4. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

5. **Report Access** – For the public or private school or higher education institution to access the official report via the electronic system, **applicants must present their UEID to the hiring entity (as shown on the receipt provided after fingerprint capture).** This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the UEID number and not assigned to a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (https://uenroll.identogo.com/Opens In A New WindowOpens In A New Window) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Applicants will receive an unofficial copy of their report. However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.