FBI CRIMINAL HISTORY REPORT INSTRUCTIONS

Log on to: https://uenroll.identogo.com/

Enter your Service Code to get started.

Enter Code | GO

Don't know your Service Code?
Contact your agency or **click here.**

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.
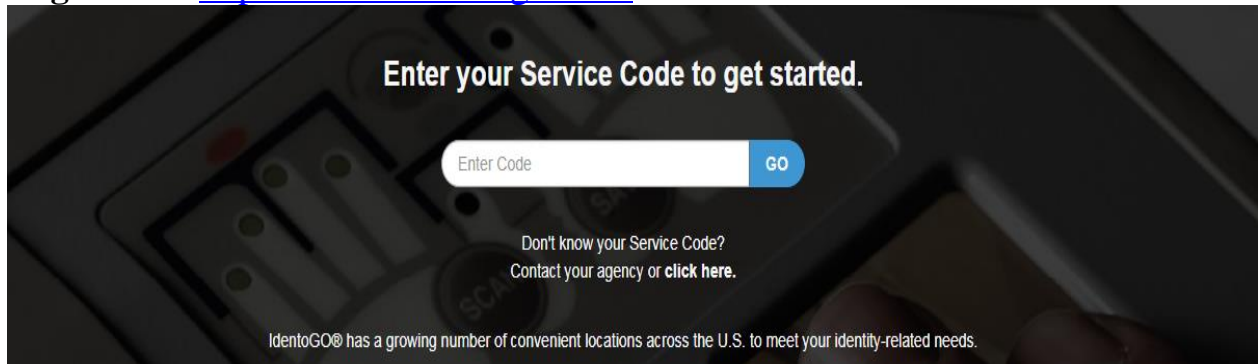
Enter Code: 1KG6RT
Click: GO
Click: Schedule or Manage Appointment

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

‹ Back to Home

Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Complete Essential Information (Name/Method of Contact)
- Use your Etown.edu email address

Complete Agency Identifiers
Complete Citizenship Information
Complete Personal Questions
- Is your mailing address the same as your residential address
  - **Choose YES- this will ensure the clearance is mailed to your home address**
- Do you have an Authorization Code that you will use for payment
  - **Choose NO**

Complete Personal Information
Enter Mailing Address (Use home address- this is where you unofficial copy will be mailed)
Documents

- **Choose a valid document to take with you**
  - **Drivers' license, Passport, State ID, Visa, etc. etc.**

Choose Location
Appointment Date and Time
*** Scheduled appointments take priority over Walk-in appointments ****
  - **Choose Date and Time**
- **If you are choosing to do a walk-in appointment, click the Walk In button**

Click Submit

Service Summary- Review to make sure all information is correct

Service Summary

Pennsylvania

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

🖶 Print Status

Status as of 12/05/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date:	**12/05/2017**
UE ID:	**UZSV-285YH2**
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   VISA MasterCard DISCOVER

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program Appointment Details:

Elizabethtown, PA

Appointment Time:

IdentoGO
10 S Market St
Elizabethtown, PA 17022-2307
 View Map

12/07/2017 @ 3:40 PM

Please provide 24 hours notice when canceling/rescheduling an appointment.

 Cancel Appointment   Reschedule Appointment

Done

The cost of the FBI Fingerprint clearance is $22.60. This may be paid by check, money order or Credit Card.

**You will pay for your clearance once you are fingerprinted at the fingerprint site **.
Make sure you remember your UEID#.
Print out the service summary page to take with you to your appointment. You will also need to make sure you take the required documents (the document you chose to take) with you to your appointment.

Click Done

Please email Ms. Gardiner your UEID#. We **must have your UEID# in order to print out your clearance.**

About a week after you are fingerprinted, you will receive an <u>unofficial</u> copy letter at your home address. Please make a copy of the letter (both pages). You will need to keep this for your records. Keep this with all of your other clearances. The Education Office will print a copy of your unofficial and official copy for your file.

The closest location to campus to be fingerprinted is the Elizabethtown Public Library right downtown* If possible, you should go to the Etown Public Library to be fingerprinted.