

FBI CRIMINAL HISTORY REPORT INSTRUCTIONS
******OUT OF STATE STUDENTS- YOU MAY NOT USE FINGERPRINT CARDS. YOU MUST COMPLETE THIS CLEARANCE IN PA ***** (You should be able to do a location search for a location near you.)**

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

Enter Code: 1KG6RT

Click: GO

Click: Schedule or Manage Appointment

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 your 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	

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Passport Book or Card

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

Elizabethtown, PA IdentoGO 10 S Market St Elizabethtown, PA 17022-2307 View Map	Appointment Time: 12/07/2017 @ 3:40 PM
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Please provide 24 hours notice when canceling/rescheduling an appointment.

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#. (write it down- it should also appear on your receipt)

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.

Several days after you are fingerprinted, you will receive an email from Identogo with a link to your clearance. THIS LINK WILL EXPIRE- make sure you click the link to access your clearance. 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.

OUT OF STATE STUDENTS ARE STRONGLY ENCOURAGED TO BE FINGERPRINTED AT THE ETOWN PUBLIC LIBRARY or an approved site in PA.

****The closest location to campus to be fingerprinted is the Elizabethtown Public Library right downtown*****

***** You will only receive an unofficial copy letter of your clearance. Make sure you keep this copy and bring it with you to campus.**