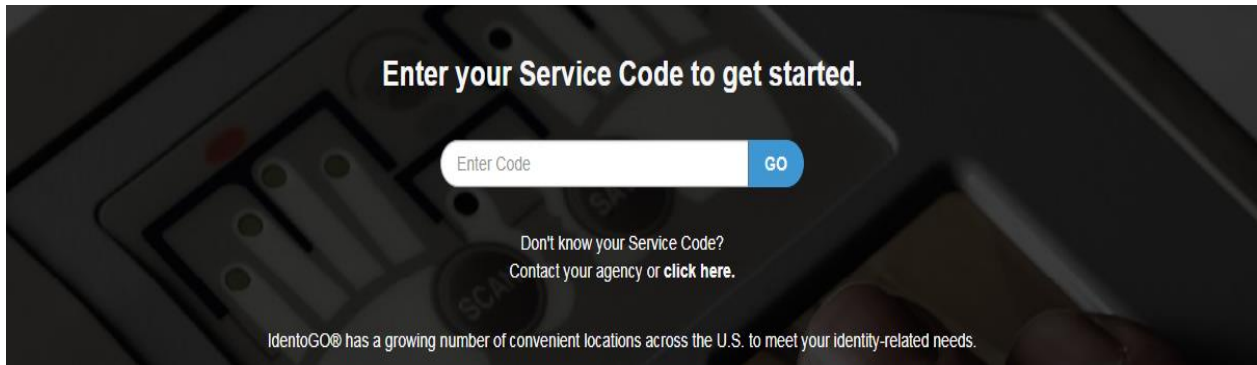


FBI CRIMINAL HISTORY REPORT INSTRUCTIONS
******OUT OF STATE STUDENTS- YOU MAY NOT USE FINGERPRINT CARDS. YOU MUST COMPLETE THIS CLEARANCE IN PA ***** (You should be able to do a location search for a location near you.)**

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



Enter Code: 1KG6RT

Click: GO

Click: Schedule or Manage Appointment

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

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 Appointment Time:
12/07/2017 @ 3:40 PM

IdentoGO
10 S Market St
Elizabethtown, PA 17022-2307
[View Map](#)

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

Several days after you are fingerprinted, you will receive an email from Identogo with a link to the Unofficial Copy of your clearance. You will not receive an official copy. THIS LINK WILL EXPIRE- make sure you click the link ASAP to access your Unofficial copy and save it. 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 and email a copy to eddeptetown@etown.edu. The Education Office keeps electronic versions.

YOU MUST email a copy of the letter (both pages) to eddeptetown@etown.edu!

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*****