**FBI FINGERPRINT CLEARANCE:** 

The Commonwealth of Pennsylvania has changed to a new electronic fingerprinting vendor, IDEMIA. The application fee is $22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. No cash transactions or personal checks are allowed.

**The procedures to obtain the report is as follows:**

* The applicant must register prior to going to the fingerprinting site. Pre-enrollment can be completed online or over the phone. The registration website is available online at [https://uenroll.identogo.com.](https://uenroll.identogo.com/) Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
* An agency specific Service Code is required when registering on-line. If a Commonwealth agency preauthorization is required to register for a background check, the agency will provide the service code. Please contact your employer, potential employer, agency contact, or licensing agency to find out how to obtain your Service Code.
* **Some of the agency service codes are as follows:** Area Vocations Technical Schools (AVTS) : 1KG6NX, Charter Schools: 1KG6Q9, Colleges/Universities Teacher Education Program: 1KG6RT, Intermediate Units (IU): 1KG6S7, Non-Public Schools: 1KG6TR, Private Schools: 1KG6V5, PDE Volunteer: 1KG6Y3, School Districts: 1KG6XN

At the end of the pre-enrollment, you will be asked to choose a location for the fingerprinting site. If you are unable to go to the Identogo site listed on your Registration, here is a link to all the available locations by county, in PA. You must select the county you wish to see locations for:<https://uenroll.identogo.com/workflows/111VVQ/locator/location>

* Check your email: After enrollment is complete, you will receive a separate email from nobody@uemail.identogo.com – This is your Registration; you will need to print this.
* Take the REGISTRATION that you printed out along with your 2 forms of identification to the fingerprinting location.
* At the fingerprinting location, please make sure all information shown is correct.
* Your results are ONLY sent to you via US Postal mail; unless specified by your agency.

***If you have not received your results within 10-15 business days or have any further concerns after fingerprints have been submitted, please contact the Dept. of Human Services at 877-371-5422.***