

PA Required Background Checks



FBI FINGERPRINT INSTRUCTIONS

Start Here:

Services Code - 1KG6ZJ VOLUNTEER

Go to this site.http://uenroll.identogo.com

Enter the DHS Service

Code: 1KG6ZJ



The screenshot shows the Identogo website interface. At the top, there is a navigation bar with the Identogo logo and a language dropdown set to 'English'. The main content area features a dark background with the text 'Enter your Service Code to get started.' and a white input field labeled 'Enter Code' with a blue 'GO' button. Below this, there is a link for users who don't know their service code. A red arrow from the external code box points to the 'Enter Code' field. The bottom section of the page is divided into two blue boxes: 'Check the Status of your Service' and 'Manage an existing Appointment'. Below these are three service cards: 'State History Check', 'Fingerprint Cards', and 'Photo Services'. The footer contains copyright information and a privacy policy link.

Fill out all information according to the applicant

Click Here

IdentoGO

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

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.

Check the Status of your Service
Check your status or reprint your cards registration form. For additional help, call 856.345.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

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https://uenroll.idento.com/workflows/1KG738.appointment

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1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Essential Info | Citizenship | Personal Questions

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name * Middle Name (or NMN if no middle name)

* Last Name Suffix

Date of Birth

* Date of Birth * Confirm Date of Birth

* Method of Contact (at least one method is required)

Email Confirm Email

* Required Fields

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name

University of Pennsylvania

Country

▼

Please enter UPENN HR ADDRESS:
600 Franklin Building
3451 Walnut Street
Phila, PA 19104

Philadelphia

State/Province

Pennsylvania ▼

Postal Code

19104-3465

✕ Cancel

← Back

Next →



1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Essential Info Citizenship Personal Questions Personal Info

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth
-- Choose One --

City of Birth

* Country of Citizenship
-- Choose One --

Answer Questions

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1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Essential Info Citizenship Personal Questions Personal Info Address

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

You have not been provided a code for payment

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Personal Questions → Personal Info → Address → Documents

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height: ft in

* Weight: lbs

* Hair Color: -- Choose One --

* Eye Color: -- Choose One --

* Preferred Language (Receipts & other communication): English

* Gender: -- Choose C --

* Race: -- Choose C --

* Ethnicity: -- Choose C --

Enter your information

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Personal Questions → Personal Info → Address → Documents → Location

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country: -- Choose One --

* Address Line 1:

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**Mail to your home address, where you know the document can safely be received.
YOU MUST SEND US A PDF COPY
backgroundchecks@hr.upenn.edu**

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Documents

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

- Canadian Commercial Driver's License (CDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Link)
- Foreign Passport
- Merchant Mariner Document (MMD)
- Military Dependent's Card
- Military ID Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Uniformed Services Identification Card (Form DD 1172-2)
- Via

Choose what ID you will use

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Location

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a datetime on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Please use your zip code.

You must be fingerprinted in the state of PA. If you live out of state please call our office for guidance / different directions

Pennsylvania Department of Human Resources | IdentoGO

https://uerrcll.identogo.com/workflows/1KG733/appointment/appointment

IdentoGO

English

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Documents > Location > Date and Time

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

Location Details:

IdentoGO
500 E. Havertord Rd
Ste 200
Bryn Mawr, PA 19010-3851

Cancel Back Submit

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Select whatever time and date that will work for you.
Click submit!

Service Summary

Pennsylvania

1KG6ZJ - Pennsylvania DHS-Volunteer

 Print Status

Status as of 09/19/2022

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 09/19/2022
UE ID: 
Applicant: 
Service: 1KG6ZJ - DHS-Volunteer
Estimated Amount Due: \$23.25

Finalize appointment. Please pay the fee associated with the fingerprints. After you complete a volunteer event, please reach out to Jacqueline.Davidson@penmedicine.upenn.edu and we will let you know how to get reimbursed! Thank you for being a volunteer!

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Card holder must be present at the time of payment.

Cash will not be accepted.

What you need to know

1. Idemia is the provider for FBI Fingerprints in PA: identogo.com
2. Use service code **1KG6ZJ**
3. This document will be mailed to you
4. **YOU MUST EMAIL A COPY OF THE DOCUMENT TO:**
psom-outreach@pennmedicine.upenn.edu
5. **You will receive a reimbursement code after you have participated in one of our programs.**