

Steps to Complete new FBI Background Check with Identogo

The State of Pennsylvania has recently changed vendors for conducting the FBI Background Check, a required clearance for employment with the School District of Philadelphia.

Here are new instructions for completing the FBI background check and being fingerprinted with the new PA state approved vendor:

1. Pre-Enroll for your FBI Fingerprint Clearance on the Identogo website:
<https://uenroll.identogo.com/> → "Schedule or Manage an Appointment"
 - a. Please enter the code **1KG6XN**, which indicates that you are being fingerprinted for a job with the Department of Education and specifically, the School District of Philadelphia.
 - b. Complete all steps of the registration process. Under "documents", please make sure to select an identification document you own that will serve as your official identification.
 - c. Print your receipt from this transaction that includes your Universal Enrollment ID (UEID). It should look like this. **You will need this receipt both for your fingerprint appointment and your final processing appointment; do not lose it.**
2. At the end of the pre-enrollment transaction, you will be asked to make an appointment to be fingerprinted at an available location.
 - a. Please note that 440 North Broad Street is no longer a fingerprinting location.
 - b. The list of locations where you must travel to complete your fingerprints can be found on the website:
<https://www.identogo.com/locations/pennsylvania>.
3. On the day of your scheduled appointment, please make sure to bring your receipt from the pre-enrollment, the identification documentation you selected to confirm your identity, and a form of payment.
 - a. Please make sure that your legal name exactly matches the name on the identification.
 - b. For payment, Identogo locations accept business check, money order, or a credit card. The total cost of the clearance is \$22.60, and there is a \$1.00 processing fee for credit cards.

Identogo Center
441 S LongName Blvd
CityName, ST 10111

Identogo

Date: 02/07/2015@11:15 AM
Customer: JOHN S. SMITH
UE ID: U11F-103H9F
TCN: 00114987534

110B91 - Enrollment Service	\$39.95
Subtotal:	\$49.95
Tax	1.24
Credit Card Service Fee:	0.52
Total:	\$51.71

Auth Code: \$10.00
CARD (1111): \$41.71
Auth Number: 123ABC

Amount Paid: \$51.71

I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

John Blamerd
Signature

Check the status of your service at:
<http://uenroll.identogo.com>

Frequently Asked Questions

What if I registered for fingerprints prior to the transition to the new vendor? Fingerprinting is no longer being handled by Gemalto Cogent, Pennsylvania's previous vendor. If you have registered with Cogent and did not get your fingerprints done you should request a refund and register with the new provider, Identogo.