



**CENTER FOR CIVIC
LEARNING & ACTION**

Federal Criminal History Records/FBI Fingerprint Clearance Instructions

What you need: To complete this clearance you will need standard contact information, service code **1KG6ZJ**, citizenship information, authorization code for payment, physical personal information (i.e. height, weight, etc.), Dickinson address, and documentation.

Purpose of Clearance: The FBI Fingerprinting Check is a check of your federal criminal history records.

FOR PA RESIDENTS:

If you have been a resident of Pennsylvania for the last 10 years, the FBI fingerprinting check is not mandatory, though it is recommended.

NOTE-

Even with this exemption, some of the organizations we partner with may still require you to complete the fingerprinting process. Especially if you are volunteering for an organization that works with children, CCLA recommends that you undergo the fingerprinting process regardless. If you know which organization(s) you plan to volunteer for, contact them to see whether or not they accept the exemption form below.

If you would like to be excused from the FBI fingerprinting check because the organization you're volunteering for does not require it for PA residents of at least 10 years, you must complete this form:

https://www.dickinson.edu/downloads/download/5880/pa_residential_affidavit_2021

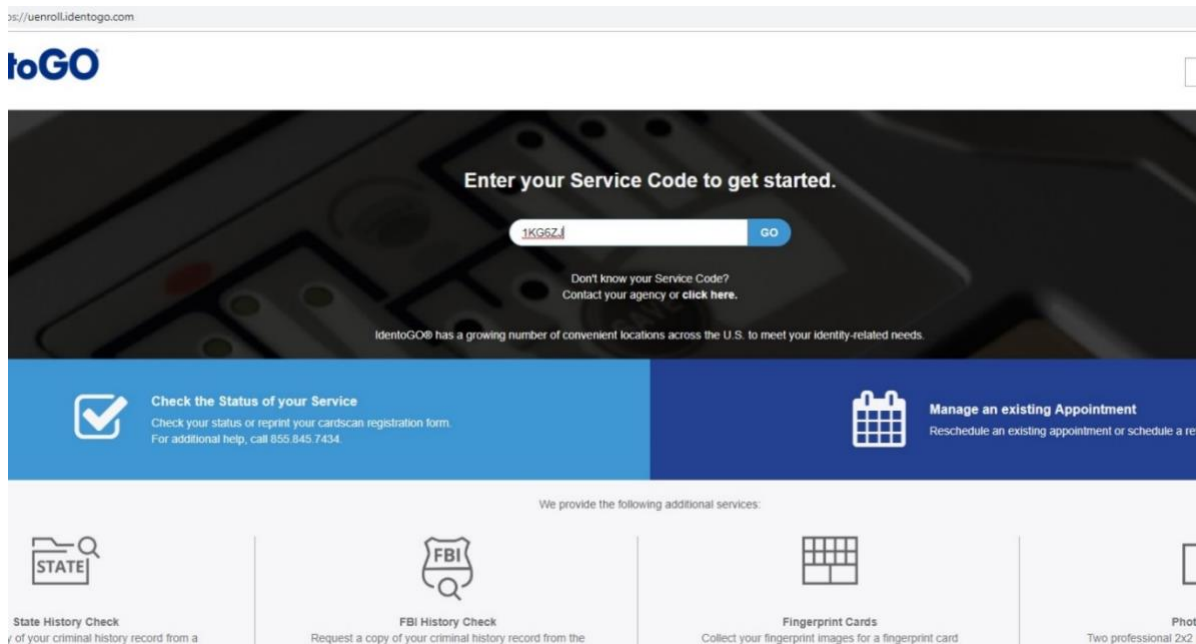
Print this form and give a copy to your host organization in place of the FBI clearance.

Otherwise, you must complete the FBI federal records check. In order to do so you must first pre-register, then make a fingerprinting appointment at which you will present original documentation (see detailed instructions below).

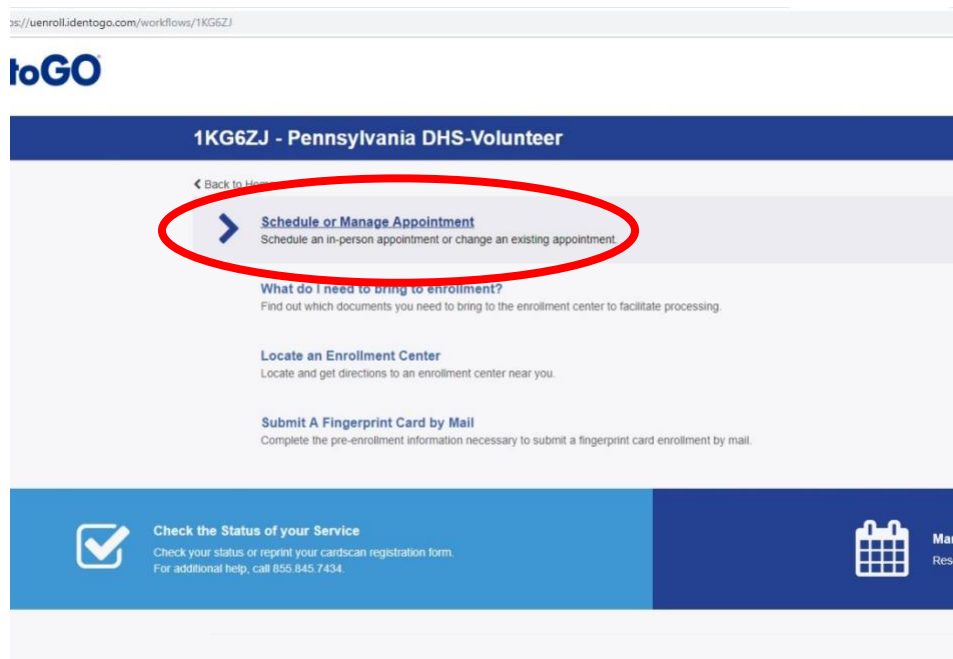
****If you reach out to engage@dickinson.edu for an authorization code, CCLA will pay the fee for this clearance.**

Instructions

1. Go to <https://uenroll.identogo.com/> and enter the service code **1KG6ZJ**.
 - a. NOTE: if navigating from the Identogo homepage (<https://www.identogo.com/>), click on the “Digital Fingerprinting” tab → choose PA under “Select a Fingerprinting Service by State,” then click “Go” → Scroll down and select “FBI Fingerprinting” under “Enrollment Services”



2. Click “Schedule or Manage Appointment”.



3. Enter your personal information. Use your Dickinson email address.

Identogo.com/workflows/1KG6ZJ/appointment/bio

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

-- Choose One --

Date of Birth

* Date of Birth * Confirm Date of Birth

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

Email Confirm Email

Country Code United States Phone 1

Country Code United States Phone 2

* Preferred Method of Contact Email

4. Skip “Employer Information” section since you are a student. Click “Next” at the bottom.
 - a. If you cannot bypass this step, type the following:
 - **Employer:** Dickinson College (student volunteer)
 - **Address info:** 28 N. College St., Carlisle, PA 17013
5. Enter your citizenship information, then proceed to the next step.

Identogo.com/workflows/1KG6ZJ/appointment/citizenship

English

1KG6ZJ - Pennsylvania DHS-Volunteer

Essential Info > Employer > **Citizenship** > Personal Questions > Personal Info > Address

* Required Fields

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 --

2017 © Identogo008. All rights reserved. Privacy Policy

6. Answer the personal questions.
 - a. Select “yes” for your mailing address being the same as your residential address (your Dickinson address).
 - b. If you made an appointment at CCLA to complete your clearance, are attending a CCLA event, or have received/planned to receive an authorization code from engage@dickinson.edu check “yes” for authorization code. It will ask for the code later. This is so CCLA can pay for the fee.

1KG6ZJ - Pennsylvania DHS-Volunteer

Essential Info > Employer > Citizenship > **Personal Questions** > Personal Info > Address > Documents

* Required Fields

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

2017 © Identigo. All rights reserved. Privacy Policy

7. Enter your physical personal information. You will need to enter your height, weight, hair color, eye color, gender, race, and ethnicity.
8. For your address, enter your Dickinson student address.

identigo.com/workflows/1KG6ZJ/appointment/personal-info

1KG6ZJ - Pennsylvania DHS-Volunteer

Employer > Citizenship > Personal Questions > **Personal Info** > Address > Documents > Location

* Required Fields

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 in in

* Weight: lbs lbs

* Hair Color: -- Choose One --

* Eye Color: -- Choose One --

* Preferred Language (Receipts & other communication): English

* Gender: -- Choose One --

* Race: -- Choose One --

* Ethnicity: -- Choose One --

2017 © Identigo. All rights reserved. Privacy Policy

- a. **Country:** United States
- b. **Address line 1:** Dickinson College HUB (your HUB box #)
- c. **Address line 2:** 28 N. College St.
- d. **City:** Carlisle
- e. **State/Province:** Pennsylvania
- f. **Postal Code:** 17013

The screenshot shows a web application interface with a blue header containing the text 'GO' and '1KG6ZJ - Pennsylvania DHS-Volunteer'. Below the header is a navigation bar with tabs for 'Citizenship', 'Personal Questions', 'Personal Info', 'Address', and 'Documents'. The 'Address' tab is currently selected. The main content area contains the instruction: 'Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.' Below this is a section titled 'Mailing Address' with several input fields:

- * Country: A dropdown menu with 'United States' selected.
- * Address Line 1: A text input field containing 'Dickinson College HUB (your HUB Box #)'. A red asterisk is visible to the left of the label.
- Address Line 2: A text input field containing '28 N. College St.'.
- * City: A text input field containing 'Carlisle'.
- * State/Province: A dropdown menu with 'Pennsylvania' selected.
- * Postal Code: A text input field containing '17013'.

- 9. For the Documents page, choose a document that you will **bring with you** to the fingerprinting agency. Make sure you have the physical document in your possession as you will need it for your appointment!
 - a. Passports, visas, and US drivers' licenses/permits are the most common forms of ID used by Dickinson students.

The screenshot shows a web application interface with a blue header containing the text 'GO' and '1KG6ZJ - Pennsylvania DHS-Volunteer'. Below the header is a navigation bar with tabs for 'Citizenship', 'Personal Questions', 'Personal Info', 'Address', and 'Documents'. The 'Documents' tab is currently selected. The main content area contains the instruction: 'Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.' Below this is a section titled 'Documents' with a dropdown menu for selecting a document type. The dropdown menu is open, showing a list of document types:

- Choose One --
- 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 Driver's License (EDL)
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Only)
- 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)
- Visa

10. For Location, type in **Carlisle, PA** or **17013** and search. Currently, the nearest fingerprinting location is the Professional Educational & Empowerment Center (PEEC): 219 N. Pitt Street, Carlisle.

a. PEEC is within walking distance to Dickinson’s campus.

1KG6ZJ - Pennsylvania DHS-Volunteer

Personal Info > Address > Documents > **Location** > Payment > Date and Time

* Required Fields

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 date/time 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

Carlisle, PA

Location	Address	Next 7 Days	Distance
Carlisle, PA IdentoGO 870 Harrisburg Pike Carlisle, PA 17013-1591	870 Harrisburg Pike	189 appointments available	0.98 mi
Hours: Monday & Wednesday & Friday: 10:00 AM - 01:00 PM & 02:00 PM - 06:30 PM Tuesday & Thursday: 09:30 AM - 12:30 PM & 01:30 PM - 03:30 PM Saturday: 09:30 AM - 01:00 PM Located inside of Sherman's Messenger Service building.			
<input type="button" value="Next >"/>			
> Mechanicsburg, PA	6483 Carlisle Pike	186 appointments available	9.48 mi

11. IF YOU'RE AT AN IN-PERSON CLEARANCE EVENT/MEETING, NOW IS THE TIME TO ASK FOR YOUR CODE! 😊

With authorization code on hand, enter the code and proceed. If not, contact engage@dickinson.edu. We will send a code to your Dickinson email as soon as we can!

IdentoGO English

1KG6ZJ - Pennsylvania DHS-Volunteer

Address > Documents > Location > **Payment** > Date and Time

* Required Fields

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code

1KG6ZJ - Pennsylvania DHS-Volunteer	\$21.85
Total Amount Due	\$21.85 <i>(non-refundable)</i>

2017 © IdentoGO® All rights reserved
Privacy Policy

12. Select a date and time for your appointment and add it to your personal calendar.
Click "Submit" at the bottom.

The screenshot shows a web interface for selecting an appointment. At the top, there are four steps: 'Location', 'Payment', and 'Date and Time' (which is highlighted in blue). Below the steps, there is a heading 'Appointment Date and Time (first available displayed by default)'. Under this heading, there are two dropdown menus labeled 'Select Date' and 'Select Time', both currently showing '-- Choose One --'. To the right of these menus is a checkbox labeled 'Walk In'. Below the 'Walk In' checkbox is a red-bordered box with a 'Note' that reads: 'Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.' Below the 'Select Date' and 'Select Time' menus is a 'Location Details' section. It shows a location pin icon, the text 'IdentoGO', '870 Harrisburg Pike', and 'Carlisle, PA 17013-1591'. To the right of this text, it says 'Located inside of Sherman's Messenger Service building.' At the bottom of the form, there are three buttons: a red 'Cancel' button with an 'x' icon, a grey 'Back' button with a left arrow, and a blue 'Submit' button with a right arrow.

13. You should see the "Service Summary" page. You will get a confirmation email of your pre-enrollment.
Click "Done" at the bottom of the page.

At the end of your appointment, you will receive two receipts. If you used a code to waive your appointment fee, make sure to give one of these receipts to Kim Flinchbaugh at CLA/Clarke Forum (255 W. Louthier Street), or take a photo and send it to flinchbk@dickinson.edu.

Results typically take 2 or 3 weeks to arrive in the mail. **You will receive a physical document, not an email!** Keep an eye on your campus mailbox. Once you receive your results, keep them for your records. Clearances last for 5 years. You must present this clearance (or the form excusing you if you have lived in PA continuously for the past 10 years), along with the PA State Criminal Clearance and the PA State Child Abuse Clearance, to your host organization.