



**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

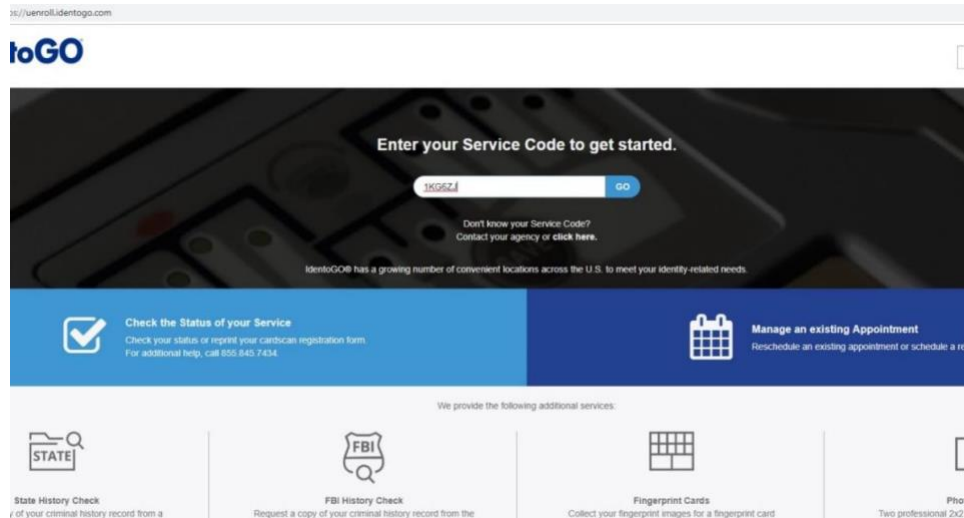
Print this form and give a copy to your host organization in place of the FBI clearance.

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).

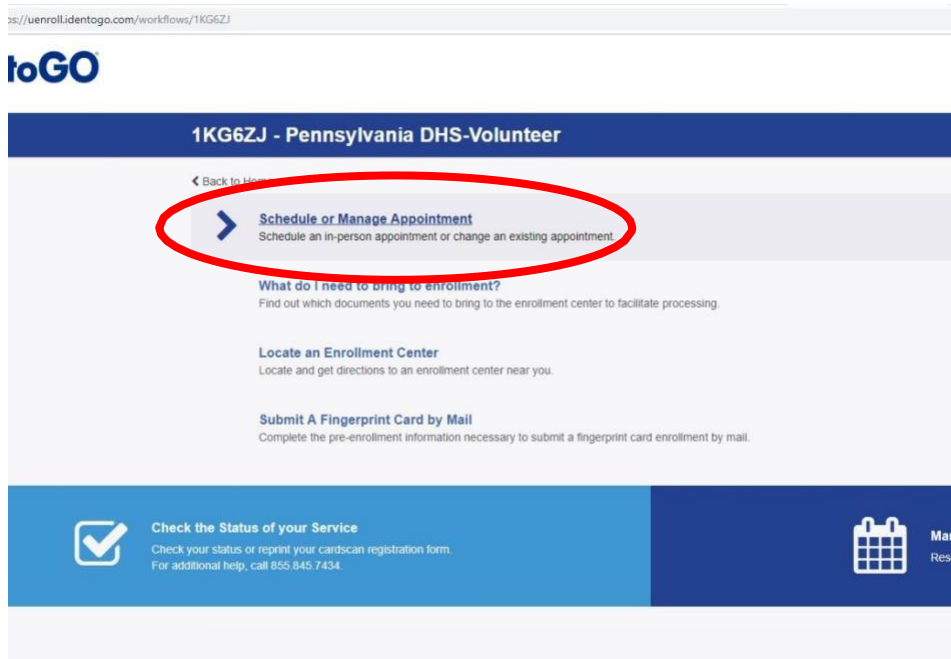
****If you reach out to engage@dickinson.edu for an authorization code, CCLA will pay the fee for this clearance.**

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.

The screenshot shows a web browser window with the URL `enroll.idetago.com/workflows/1K062/appointment/bio`. At the top, there are two radio buttons: "Name / Method of Contact" (selected) and "UE ID / Date of Birth". Below this is a green "Notes" box with the following text:

- 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.

 The form is divided into several sections:

- Legal Name:** Includes fields for "First Name", "Middle Name (or NMN if no middle name)", "Last Name", and a "Suffix" dropdown menu.
- Date of Birth:** Includes "Date of Birth" and "Confirm Date of Birth" fields.
- Method of Contact (at least one method is required):** Includes "Email" and "Confirm Email" fields, "Country Code" dropdowns (both set to "United States"), "Phone 1" and "Phone 2" fields, and a "Preferred Method of Contact" dropdown menu (set to "Email").

4. Enter a personalized security question and answer.

The screenshot shows the "Additional Info" step of the enrollment process. At the top, a progress bar indicates the steps: "Essential Info", "Additional Info" (current step), "Citizenship", and "Personal Questions". A legend indicates that fields with an asterisk are "Required Fields".

Below the progress bar, the text reads: "Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit."

The section is titled "Agency Identifiers" and contains the following instructions and fields:

- * Create a Security Question for your Background Check Results**
 Type your question in box. You will be prompted with this question when attempting to access your Eligibility Letter.
- * Type the answer to your Security Question in the box below**
IMPORTANT! Store your answer in a safe place—it is your answer only and is not able to be retrieved or reset.
 Applicants with "No Criminal History Found" as a result of your Federal Criminal Background Check will be emailed a link to access your Eligibility Letter.
 - You must be prepared to download, save or print the Eligibility Letter when accessing it the first time because you will only be able to access the link once.
 - The email link cannot be reset or re-emailed.
 - After clicking the emailed link, you will have three attempts to correctly answer your Security Question to retrieve your Eligibility Letter.
 Reminder, your Eligibility Letter will be mailed to the address you provided on the Essential Info screen. If unsure of accuracy, please click the back button and verify the information you entered is correct before continuing on with the pre-enrollment process.

5. Enter your citizenship information, then proceed to the next step.

The screenshot shows the IdentoGO website interface for a Pennsylvania DHS-Volunteer. The page title is "1KG6ZJ - Pennsylvania DHS-Volunteer". A progress bar at the top indicates the current step is "Citizenship", with previous steps being "Essential Info", "Employer", and "Personal Questions", and subsequent steps being "Personal Info" and "Address". The main content area contains the following fields:

- Citizenship**
 - * Country of Birth: A dropdown menu with "-- Choose One --" selected.
 - City of Birth: A text input field.
 - * Country of Citizenship: A dropdown menu with "-- Choose One --" selected.

At the bottom of the form, there are three buttons: "Cancel" (with a red 'x' icon), "Back" (with a left arrow icon), and "Next" (with a right arrow icon). A note at the bottom of the page reads: "2017 © IdentoGO®. 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.

The screenshot shows the IdentoGO website interface for a Pennsylvania DHS-Volunteer, now on the "Personal Questions" step. The page title is "1KG6ZJ - Pennsylvania DHS-Volunteer". The progress bar at the top shows "Personal Questions" as the current step, with "Additional Info" and "Citizenship" as previous steps, and "Personal Info" and "Address" as subsequent steps. The main content area contains the following questions:

- * Have you ever used an alias? (Radio buttons: Yes, No) - "No" is selected.
- * Is your mailing address the same as your residential address? (Radio buttons: Yes, No) - "Yes" is selected.
- * Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment? (Radio buttons: Yes, No) - "Yes" is selected.

A note below the questions reads: "NOTE: Please have Authorization Code available to enter on the website later in the scheduling process." At the bottom of the form, there are three buttons: "Cancel" (with a red 'x' icon), "Back" (with a left arrow icon), and "Next" (with a right arrow icon). A note at the bottom of the page reads: "2017 © IdentoGO®. 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.

1KG6ZJ - Pennsylvania DHS-Volunteer

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

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 One -- * Race: -- Choose One -- * Ethnicity: -- Choose One --

Cancel Back Next

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- 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

1KG6ZJ - Pennsylvania DHS-Volunteer

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

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

Mailing Address

* Country: United States

* Address Line 1: Dickinson College HUB (your HUB Box #)

Address Line 2: 28 N. College St.

* City: Carlisle

* State/Province: Pennsylvania * Postal Code: 17013

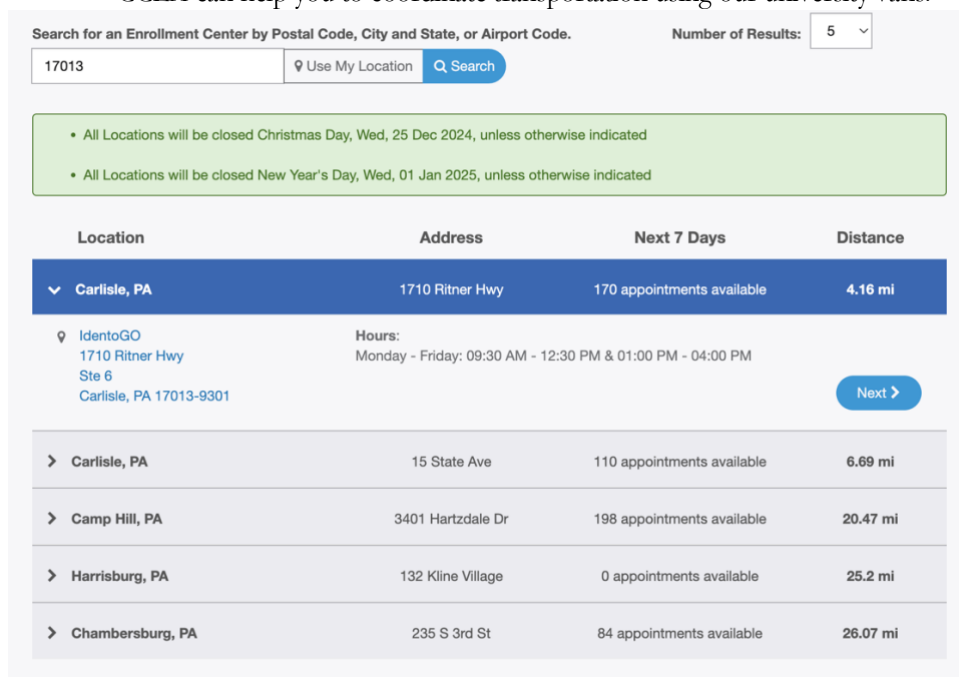
- 9. For the Documents page, choose a document that you will **bring with you** to the fingerprinting agency. Make sure you have the physical document in your possession as you will need it for your appointment!

- a. Passports, visas, and US drivers' licenses/permits are the most common forms of ID used by Dickinson students.



- 10. For Location, type in **Carlisle, PA** or **17013** and search. Currently, the nearest fingerprinting location is the IdentoGo location at [1710 Ritner Hwy Ste 6, Carlisle, PA 17013-9301](#). This is 4.6 miles away and will require transportation.

- a. If you need help getting to this location, please reach out to engage@dickinson.edu and CCLA can help you to coordinate transportation using our university vans.



- 11. **NOW IS THE TIME TO INPUT YOUR CODE!** ●

For volunteers interested in serving in the local Carlisle community, the CCLA will cover the fee of your fingerprint clearance. Reach out to engage@dickinson.edu to get a unique authorization code sent to your email. With authorization code on hand, enter the code and

proceed.

If you do not already have an authorization code, you can leave the code blank, and bring an authorization code with you to your appointment, which will waive your fee.

12. Select a date and time for your appointment and add it to your personal calendar. For this ALD group, **choose only appointment times between 2:50 and 3:50pm on Wednesday 12/11 and Thursday 12/12 of this week.** Click “Submit” at the bottom.
13. Navigate back to this [personalized sign up sheet](#) and choose your appointment time from the drop down menu.

14. 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 Sam Ha-DiMuzio at CCLA/Clarke Forum (255 W. Louthier Street, Room #7), or take a photo and send it to hadimuzs@dickinson.edu.**

Results will come via email from “PA Safe Check,” and they can arrive as soon as within 24 hours of your appointment. Keep an eye on your email inbox. **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.