



DIOCESE OF HARRISBURG– OFFICE OF YOUTH PROTECTION

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IdentoGO
Pennsylvania
Digital Fingerprint Program

As of November 28, 2017, the Commonwealth of Pennsylvania changed to a new digital fingerprint program vendor - IDEMIA (MorphoTrust USA) - for Federal Bureau of Investigation (FBI) Criminal History Record Information (CHRI) background checks.

REGISTRATION

Applicants **must** complete pre-enrollment through IDEMIA (MorphoTrust USA) **IdentoGO** prior to being fingerprinted. Registration may be completed either online 7 days a week, 24 hours a day or by phone Monday – Friday 8:00am – 6:00pm EST.

1. Access: <https://uenroll.identogo.com/>
or
Call: 1-844-321-2101

IdentoGO State Agency Enrollment Center Locations and Hours:
<https://www.identogo.com/locations/pennsylvania>

2. Determine applicable six-digit fingerprint **Service Code** to ensure fingerprints are processed for the correct agency/or applicant type.

NOTE: FBI fingerprinting completed for volunteer purposes **cannot** be used for employment purposes.

SERVICE CODE	APPLICANT TYPE	APPLICANT DESCRIPTION	DEPARTMENT	FEE

1KG6TR	Non-Public Schools	<ul style="list-style-type: none"> ▪ Priests assigned to Catholic Schools ▪ Deacons assigned to Catholic Schools ▪ Seminarians / Transitional Deacons assigned to Catholic Schools ▪ Those in Consecrated Life employed in Catholic Schools ▪ Adult and Minor (ages 14-17) Catholic School Employees – Principals, Educators, Support / Administrative Staff ▪ Catholic School Vendors 	PA Department of Education	\$22.60
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1KG6Y3	PDE Volunteer	Adult Catholic School Volunteers who have direct volunteer contact with children and have <u>not</u> been continuous residents of Pennsylvania for the past ten (10) years	PA Department of Education	\$21.35
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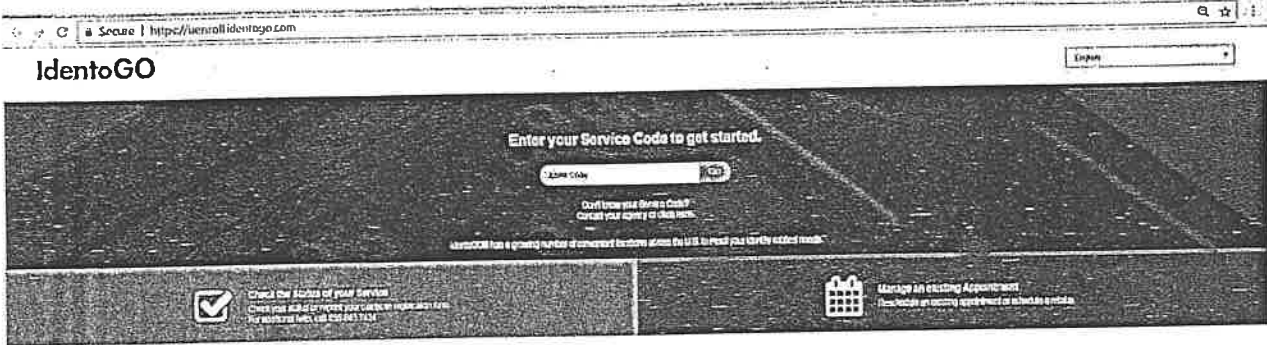


1KG738	Child Care Services/Program Employee or Contractor	<ul style="list-style-type: none"> ▪ Catholic Charities of Harrisburg Employees ▪ Catholic Charities of Harrisburg Vendors 	PA Department of Human Services	\$22.60
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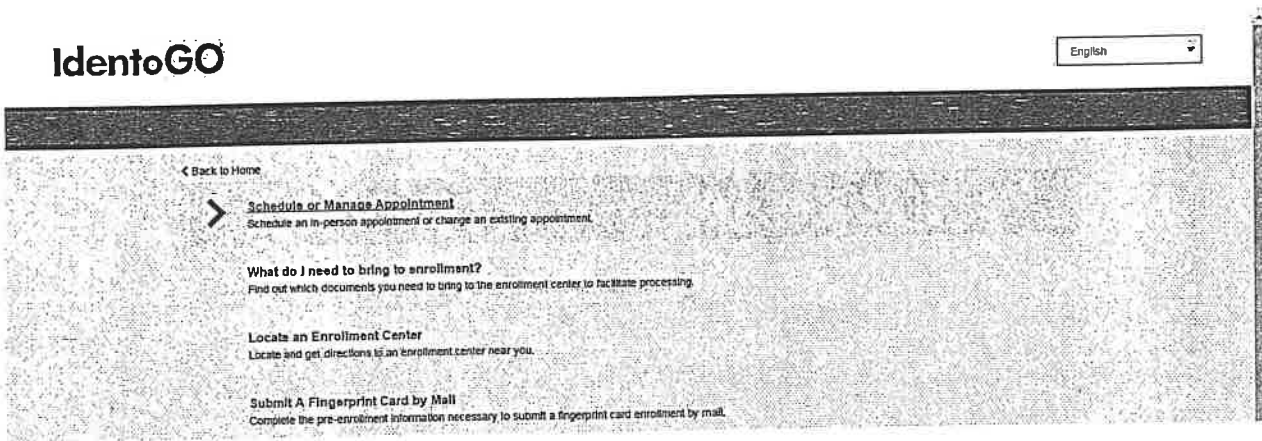
1KG756	Employee >=14 Years Contact w/ Children	<ul style="list-style-type: none"> ▪ Priests ▪ Deacons ▪ Seminarians / Transitional Deacons ▪ Permanent Deacon Candidates ▪ Those in Consecrated Life employed in Catholic Schools ▪ Adult and Minor (ages 14-17) Parish / Other Employees having direct contact with children ▪ Adult and Minor (ages 14-17) Parish / Other Employees who have <u>not</u> been continuous residents of Pennsylvania for the past ten (10) years ▪ Parish Vendors having direct contact with children 	PA Department of Human Services	\$22.60
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1KG6ZJ	DHS Volunteer	Adult Parish / Other Volunteers who have direct volunteer contact with children and have <u>not</u> been continuous residents of Pennsylvania for the past ten (10) years	PA Department of Human Services	\$21.35
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3. Enter Service Code and Select Go.



4. Select Schedule or Manage Appointment.

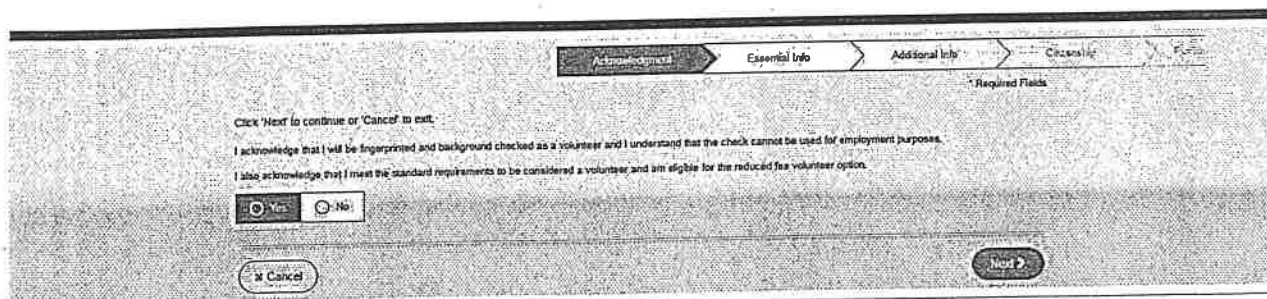


ACKNOWLEDGMENT

Only Applicable to PDE Volunteer (1KG6Y3) and DHS Volunteer (1KG6ZJ) Applicants

5. Select Yes to acknowledge that fingerprinting and background check will be completed for volunteer purposes and the results cannot be used for employment purposes. By meeting the standard requirement as a volunteer, the applicant is eligible for a reduced fee.

6. Select Next.



ESSENTIAL INFORMATION

7. Select Name/Method of Contact, located near the top of the page.

Name / Method of Contact UE ID / Date of Birth

8. Enter Essential Information in required fields, as notated by the red asterisk.*

9. Select Next.

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Please enter your information below (first, last, middle (if), and surnames (if) 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

Name
* Legal Name must match exactly on all Identification documents brought to enrollment.
* Overwrite the phone numbers and/or email address provided below, as they will be used to verify your business during your In-person enrollment.

Legal Name
* First Name
* Last Name
* Middle Name (or MM if no middle name)
* Suffix
-- Choose One --

Date of Birth
* Date of Birth
* Confirm Date of Birth

Method of Contact (email is required)
* Email
* Confirm Email
Country Code
United States
Country Code
United States
Phone 1
Phone 2

ADDITIONAL INFORMATION

10. Create a Security Question in order to access unofficial criminal history information.

11. Enter an Answer to the Security Question which was just created.

12. Select Next.

Essential Info Additional Info **Citizenship** Personal Questions Personal Info

* Required Fields

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

Agency Identifiers

*** Create a security question**

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

*** Enter an answer for your security question**

You will have to supply this answer to your question to access your unofficial criminal history information

CITIZENSHIP

13. *Select/Enter Citizenship Information* in required fields, as notated by the red asterisk.*

14. *Select Next.*

* 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 --

Cancel

Back Next

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PERSONAL QUESTIONS

15. Answer Personal Questions, as notated by the red asterisk.*

NOTE: The Diocese of Harrisburg does not provide authorization codes as a form of payment – applicants must provide a method of payment for themselves.

Select **No** to the following question:

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

16. Select Next.

* 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

Cancel

Back Next

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PERSONAL INFORMATION

17. Enter/Select Personal Information in required fields, as notated by the red asterisk.*

18. Select Next.

The screenshot shows a web form titled "Personal Information" with a progress bar at the top containing steps: Citizenship, Personal Questions, Personal Info (highlighted), Address, Documents, and Location. Below the progress bar, there is a "Required Fields" indicator. The form contains several fields: a radio button for "US" (selected) and "Mexico"; a height field with units ft, in, and lbs; a weight field with unit lbs; dropdown menus for Hair Color and Eye Color; a dropdown for Preferred Language (set to English); and dropdown menus for Gender, Race, and Ethnicity. At the bottom, there are "Cancel", "Back", and "Next" buttons.

ADDRESS

19. Enter/Select Mailing Address and Residential Address in required fields, as notated by the red asterisk.*

20. Select Next.

The screenshot shows a web form titled "Address" with a progress bar at the top containing steps: Citizenship, Personal Questions, Personal Info, Address (highlighted), Documents, Location, and Date and Time. Below the progress bar, there is a "Required Fields" indicator. The form contains several fields: a dropdown for Country; a text field for Address Line 1; a text field for Address Line 2; a text field for City; and a text field for Postal Code. At the bottom, there are "Cancel", "Back", and "Next" buttons.

DOCUMENTS

21. Select Identity Document which the applicant will be required to provide during enrollment at the IDEMIA Identigo State Agency Enrollment Center.

22. Answer Question regarding name which applicant is enrolling with matching with name on the document, as notated by the red asterisk.*

23. Select Next.

The screenshot shows a progress bar at the top with steps: Personal Info, Address, Documents (highlighted), Location, and Date and Time. Below the progress bar, there is a section titled 'Documents' with a dropdown menu labeled '* Document' and a radio button question: '* Does the name you are enrolling under match the name on all documents selected?' with 'Yes' and 'No' options. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A small copyright notice '© 2017 IDEMIA' is visible at the bottom center.

LOCATION

24. Enter Postal Code, City, Airport Code or Speical Access Code into search bar to schedule an appoinment or walk-in at the IDEMIA IdentoGO State Agency Center.

25. Select Location which is most accessible based on distance and operation of hours.

26. Select Next.

The screenshot shows a progress bar at the top with steps: Personal Info, Address, Documents, Location (highlighted), and Date and Time. Below the progress bar, there is a search bar with the text '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.' Below the search bar, there is a note: '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.' Below the note, there is a search bar with the text 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code' and a 'Number of Results: 6' dropdown. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A small copyright notice '© 2017 IDEMIA' is visible at the bottom center.

DATE AND TIME

27. Select Date and Select Time to schedule an appointment or Select Walk In. **NOTE:** Scheduled appointments take priority over walk-ins.

28. *Select Next.*

Navigation: Appointment 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:

Select Time:

Walk In

Note:
Scheduled appointments take priority over walk-ins.

Location Details:
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SERVICE SUMMARY

29. *Review Service Summary* confirmation to ensure appointment details are accurate.

30. *Select Done* if information is accurate.

Service Summary

Pennsylvania

Retail Services

 Print Status

Status as of 11/28/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 11/28/2017
UE ID: UZSV-28335F
Applicant:
Service:
Estimated Amount Due:

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Commercial Driver's License issued by a State or outlying possession of the U.S.


PA


Appointment Time:

11/29/2017 @ 9:00 AM

 View Map

Please provide 24 hours notice when canceling/rescheduling an appointment.

 Cancel Appointment

 Reschedule Appointment

Done

CANCELING/RESCHEDULING AN APPOINTMENT

Please provide the IDEMIA Identogo State Agency Enrollment Center site **24 hours notice** when canceling or rescheduling an appointment.

Applicants will receive a confirmation email from nobody@uemail.identogo.com which provides a link at the bottom of the email to [Schedule or Manage Appointment](#) by entering **Universal Enrollment ID (UE ID)** and **Date of Birth**. This will route the applicant back to the Service Summary where he/she can select either **Cancel Appointment** or **Reschedule Appointment** at the bottom of the confirmation.

IdentoGo Service Confirmation - PA PDE-Non-Public Schools - Message (H... ? [] - [] X

FILE MESSAGE ADOBE PDF LASERFICHE

Delete Reply Reply All Forward Quick Steps Move Mark Unread Categorize Follow Up Translate Zoom Zoom

Tue 11/23/2017 6:09 AM

nobody@uemail.identogo.com
IdentoGo Service Confirmation - PA PDE-Non-Public Schools

To

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card

IMPORTANT!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
1. Commercial Driver's License issued by a State or outlying possession of the U.S.

Please provide 24 hours' notice when cancelling/rescheduling an appointment.
[Schedule or Manage Appointment](#)

[Click here to check your status](#)

nobody@uemail.identogo.com Identogo Service Confirmation:- Retail Services Print and Go

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

UE ID / Date of Birth

UE ID: Date of Birth:

Please provide 24 hours notice when canceling/rescheduling an appointment.

Cancel Appointment

Reschedule Appointment

Done

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METHOD OF PAYMENT

Payment can **only** be made at the IdentoGO State Agency Enrollment Center when the applicant goes to be fingerprinted – payment will **not** be accepted during registration.

Accepted Methods of Payment:

Credit Card (Visa, MasterCard, Discover, American Express), Money Order and Business Check

NOTE: Credit Cards must display the name of the applicant in order to be accepted for payment. The individual whose name is on the credit card must be present during the transaction.

The Diocese of Harrisburg does **not** provide payment authorization codes as a form of payment – applicants must provide a method of payment for themselves.

DOCUMENTS – PHOTO IDENTIFICATION

Applicants **must** provide at least one of the following identification documents to the Enrollment Agent (EA) at the enrollment appointment. Applicants will **not** be processed if they cannot produce acceptable photo identification.

If the name which the applicant is enrolling under does not match the name on the identification document, additional identification documentation must be provided proving how the name which the applicant is enrolling under changed from the full legal name on the documents.

- ✔ Driver's License issued by a State or outlying possession of the U.S.
- ✔ Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ✔ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ✔ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- ✔ Commercial Driver's License issued by a State or outlying possession of the U.S.
- ✔ Canadian Driver's License
- ✔ Department of Defense Common Access Card
- ✔ Employment Authorization Card/ Document (I-766) with Photo
- ✔ Foreign Driver's License (Mexico and Canada only)
- ✔ Foreign passport
- ✔ Military Dependent's Identification Card
- ✔ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ✔ U.S. Coastguard Merchant Mariner Card
- ✔ U.S. Military Identification Card
- ✔ U.S. Passport
- ✔ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ✔ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- ✔ Uniformed Services Identification Card (Form DD-1172-2)
- ✔ Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

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WHAT TO EXPECT AT THE ENROLLMENT CENTER APPOINTMENT

- Phones may not be permitted near the Live Scan fingerprinting equipment by Enrollment Agent (EA) staff.
- Photo identification documentation is scanned into the system and then verified by the EA.
- Applicant fingerprints will be captured electronically by rolling all ten (10) fingerprints across a glass plate.
- A photograph of the applicant may be taken by the EA.
- Method of payment will be scanned and compared to photo identification document.
- Applicant will receive a receipt with electronic signature payment authorization and Universal Enrollment (UE) ID.
- The entire fingerprint capture process will take about 10-15 minutes. It is highly advised that applicants schedule an appointment during pre-enrollment registration, as scheduled appointments take priority over walk-ins.

HOW TO ACCESS FBI CHRI RESULTS

PASafeCheck is the Live Scan system which IDEIMA will use to process applicant digital fingerprint background checks. Applicants must present their **Universal Enrollment ID (UE ID)** to the employer or volunteer organization. A receipt containing the UE ID will be emailed to the applicant after preregistration as well as after fingerprinting has been completed at the Identogo State Agency

Enrollment Center. This process allows applicants to provide multiple potential school employers/volunteer organizations with their UE ID, as the number is not assigned to a specific entity.

Applicants will receive an unofficial copy of their fingerprint results; however, the employer/volunteer organization is required to review the official FBI Fingerprint-based Criminal History Record Information (CHRI) and print a copy for record purposes if hired/volunteering.

Fingerprint results will now be maintained by IDEMIA for five (5) years from the date of the report, after which the report is then destroyed.

In cases where fingerprints cannot be obtained, IDEMIA will notify the applicant via email of the need to be re-fingerprinted at no cost. If the applicant's fingerprints are unable to be transmitted electronically by IDEMIA to the FBI a second time, a name check process will be instituted and the applicant will receive a letter within about 4-6 weeks containing the name check results which must be presented to the employer/volunteer organization.

RESOURCES

PA Department of Education

<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/FederalCriminal-History-Background-Checks.aspx#tab-1>

PA Department of Human Services

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>