

FBI Fingerprinting

The Commonwealth has transitioned to a new vendor for digital fingerprinting. The new vendor, IDEMIA, is now accepting registrations and completing Federal Bureau of Investigation (FBI) fingerprinting for Pennsylvania agencies.

You are required to pre-register before you go to your fingerprinting site. Once pre-registered, you may walk in during a location's posted hours of operation or you can schedule an appointment in advance. You do not have to schedule an appointment, however, scheduling an appointment may lead to lesser/no wait times.

To pre-register for an FBI Background Check and find a fingerprinting location, applicants should go to www.identogo.com.

IDEMIA uses Service Codes to identify the reason an applicant is being fingerprinted. This Service Code is required to complete the pre-registration process. For Child Care and other Early Learning Program Professionals, the Office of Child Development and Early Learning (OCDEL) has provided the following clarification identify the Service Code to be utilized.

If an applicant does not have a service code, this information, along with the description of other DHS service codes, are available on www.KeepKidsSafe.pa.gov under **GET A CLEARANCE**.

How to Pre-Register for Fingerprinting

1. Go to www.identogo.com.
2. Enter your zip code into the box labeled **Find the nearest Identogo Center**.
3. Select the location most convenient to you. (You will have a chance to change this later in the process).
4. Click **Schedule an Appointment** located in the blue box on the right-hand side of the page. An appointment is not required, but it is recommended.
5. Click on **Digital Fingerprinting** on the lower left side of the page.
6. Enter the appropriate code from below.

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|--------|----------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------|
| 1KG738 | Child Care Services/Program Employee or Contractor | Department of Human Services | Child Care Center and Group Child Care Center/Home Staff operating under 55 PA Code Chapters 3270 or 3280. |
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After selecting the Service Code:

1. Select **Schedule** or **Manage Appointment** on the new screen.
2. Complete the fields for your name and contact information. Then click on Next until all registration pages are complete.
3. Select the **Location** and **Time** if scheduling an appointment. Appointments are not required, but are recommended.
4. Select which documents you plan to use on the day of your appointment. Make sure you have them when you go for your fingerprinting.
5. Payment is due at the time of fingerprinting. When pre-registering, indicate what form of payment you will be using at the fingerprinting site.
6. Money order, certified check, cash or credit card are accepted. Certified checks and money orders can be made payable to MorphoTrust.
7. **IMPORTANT!** When you go to be fingerprinted, you will receive a receipt with your name, amount paid, and authorization number printed on the receipt. The receipt includes the date and time you were fingerprinted. The authorization number that prints on the receipt is the number that you can use to check their status on the Identogo site. This receipt can also be used as verification that you have applied for your FBI clearance.

Those without internet access can call [1-844-321-2101](tel:1-844-321-2101) to pre-register for fingerprinting.