Instructions for Obtaining FBI Clearance through Morpho Trust (IdentoGo)

*Also available at [www.sju.edu/ServiceLearningStudents](http://www.sju.edu/ServiceLearningStudents)

1. Go to [https://uenroll.identogo.com/](https://uenroll.identogo.com/)

2. Enter your service code to get started:

   Pennsylvania Department Education- Volunteer Code
   Use the Service Code **1KG6Y3** to apply for the clearance.

3. Click on “Schedule or Manage Appointment”
   a. *Please note: The following are directions for using the code 1KG6Y3 for Volunteers.*

4. Answer the question that you are a volunteer

   ![IdentoGO](https://example.com/idenago.png)

5. You will then be prompted to enter in personal information.
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.

6. You will then be asked to create a security question. Please make sure to keep track of this information in a safe location!

7. Answer questions regarding your citizenship status and place of birth.

8. You will then be asked a series of personal questions. Unless you have been giving payment codes from your university, please choose NO for the third question.
9. Enter in your mailing address. **Please choose a mailing address that is currently accessible** (i.e. your campus address if you do not go home frequently to your permanent address).

10. Select which document you will bring to the fingerprinting appointment to verify your identification. **Remember to bring this with you to your appointment!**

11. Select a fingerprinting location and schedule an appointment. **Note if not appointments are available you can still walk-in, however, scheduled appointments will take priority.**
Local locations include:

**IdentoGO**  
1 Bala Ave, Suite 420, Bala Cynwyd, PA 19004-3207  
**Hours:**  
Tuesday - Friday: 10:00 AM - 02:00 PM

**IdentoGO**  
551 W Lancaster Ave, Haverford, PA 19041-1419  
**Hours:**  
Monday - Friday: 09:00 AM - 11:00 AM & 01:00 PM - 03:00 PM

**IdentoGO**  
950 E Haverford Rd, Suite 200, Bryn Mawr, PA 19010-3851  
**Hours:**  
Monday - Thursday: 10:00 AM - 03:30 PM

**IdentoGO**  
2001 W Lehigh Ave, Philadelphia, PA 19132-2652  
**Hours:**  
Monday - Wednesday: 08:00 AM - 12:00 PM & 12:30 PM - 07:00 PM  
Thursday - Friday: 08:00 AM - 12:00 PM & 12:30 PM - 03:00 PM  
Saturday: 08:00 AM - 12:00 PM & 12:30 PM - 02:00 PM  
The Enrollment Center is located inside of Deliverance Evangelistic Church

**IdentoGO**  
3460 N Delaware Ave, Suite 100, Philadelphia, PA 19134-6311  
**Hours:**  
Monday - Friday: 07:30 AM - 11:30 AM & 12:00 PM - 04:00 PM

12. After selecting a time and location you will reach a final page with your pre-registration information.  
   Please print and bring with you to your appointment along with your identification documentation.

   Your pre-registration receipt is only valid for 6 weeks. **You must upload a copy of your completed FBI clearance to the Faith-Justice Blackboard Organization upon receiving it.**

   You will pay the cost of the fingerprint clearance at the IdentoGo site. Keep the receipt to be reimbursed by the Faith-Justice Institute, collected in Post Learning Commons 131 on March 8th and 9th from 11am-1pm.

   Students will only be reimbursed if all clearances are completed and uploaded to the Faith-Justice Blackboard Organization by Friday March 9. The unofficial clearance will suffice for uploading to Blackboard and presenting for field experience.

   *Important note: Students will receive clearance in email the next day- but be ready to download your clearance at that time! The link provided in the email can only open securely to access results only once.*

   *Results will be mailed within two to three weeks to the mailing address listed. Results will also be available over the phone within two weeks of fingerprint appointment.*
If you miss your appointment you can re-schedule online or call: For PA -- (844)-321-2101

General IdentoGo Customer Service -- (844)-321-2124

*Submitting Your Background Check Reports- must be completed by March 9th.*
  - This is a two part process.
    - You need to upload your required background reports and certificates to Faith-Justice Clearance Service-Learning blackboard site
    - and bring copies of your reports to the community partner placement.
    - Both actions must be completed by March 9th.
  - First, double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive.
  - Login to SJU Blackboard Learn using your SJU student login.
  - Search for and select Faith-Justice Service-Learning Clearances site
  - Follow instructions on uploading your clearance reports and certificates.
  - Upload your completed background check reports and Minors on Campus Certificate to The Faith-Justice Service Clearance Blackboard site
    - For reimbursement of the FBI Fingerprinting, please include your FBI registration receipt with your SJU ID# written at the top of the receipt.
  - Turn in all completed background reports to your community partner by March 9th.

Submitting documentation for reimbursement of FBI:
  - In order to be reimbursed for your FBI Background Check you will need to bring a copy of your FBI Registration with your SJU ID# written at the top of the receipt during one of the designated drop-off times below to:
    - The Faith-Justice Institute in Suite 131, Post Learning Commons
    - Thursday, March 8th 11:00am-1:00pm
    - Friday, March 9th 11:00am-1:00pm
  - You will not be reimbursed if all clearances are not uploaded to the FJI Blackboard Organization by March 9th

*If you have lived in Pennsylvania consecutively for the last ten years, you may sign a waiver in place of having your fingerprints taken. This waiver is in your packet.*