1. Go to https://uenroll.identogo.com/

2. Enter your service code to get started:

   **Pennsylvania Department Education Codes**
   1KG6Y3 For a School Volunteer
   *If you are volunteering for service in a k-12 environment, you fall under the Department of Education and must use the Service Code 1KG6Y3 to apply for the clearance.

   **Department of Human Services Codes**
   1KG6ZJ for a volunteer
   *If you are volunteering at a non k-12 environment, you would fall under the Department of Human Services and must register with Service Code 1KG6ZJ to apply for the clearance as a DHS volunteer.

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

### Legal Name
- **First Name**
- **Last Name**
- **Middle Name (or MN if no middle name)**
- **Suffix**

### Date of Birth
- **Date of Birth**
- **Confirm Date of Birth**

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

**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!**

### 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
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 email a copy of your receipt to your campus GEAR UP Coordinator. Turn around time to receive document will be 2-10 business days. Results are valid for 5 years.

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.
    o You need to upload your required background reports and certificates to Faith-Justice Clearance Service-Learning blackboard site
    o and bring copies of your reports to the community partner placement.
    o 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
    o 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