Instructions for Obtaining FBI Clearance through Morpho Trust (IdentoGo)

1. Go to [https://uenroll.identogo.com/](https://uenroll.identogo.com/)
2. Enter your service code to get started:
   * Pennsylvania Department Education Code
   Use the Service Code 1KG6RT to apply for the clearance.
3. Click on “Schedule or Manage Appointment”
4. Answer the question that you are a volunteer

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.

Updated August 2018 *Also available at www.sju.edu/ServiceLearningStudents*
6. You will then be asked to create a security question. **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. 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!**

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11. Select a fingerprinting location and schedule an appointment.  
_Fingerprints will be available on campus on September 13 and 14, 2017. Location and times TBD._

**Local locations include:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Distance</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lansdowne, PA</td>
<td>2104 Garrett Rd, Lansdowne, PA 19050-1008</td>
<td>3.66 mi</td>
<td>Monday - Thursday: 8:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Havertown, PA</td>
<td>521 W Lancaster Ave, Havertown, PA 19041-1410</td>
<td>4.06 mi</td>
<td>Monday - Thursday: 8:00 AM - 11:00 AM</td>
</tr>
<tr>
<td>Bryn Mawr, PA</td>
<td>950 E Havertown Rd, Bryn Mawr, PA 19010-3851</td>
<td>4.44 mi</td>
<td>Monday - Tuesday: 10:30 AM - 3:30 PM</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
<td>1015 Chestnut St, Philadelphia, PA 19107-4303</td>
<td>5.35 mi</td>
<td>Monday - Friday: 8:00 AM - 12:00 PM &amp; 1:00 PM - 4:00 PM</td>
</tr>
</tbody>
</table>
| Philadelphia, PA| 744 South St, Philadelphia, PA 19147-2023                    | 5.84 mi  | Monday - Friday: 8:00 AM - 1:00 PM & 2:00 PM - 7:00 PM  
Saturday: 11:00 AM - 4:00 PM  
*This Enrollment Center only accepts walk-ins between the hours of 10:00 AM - 6:00 PM Monday-Friday* |
| Philadelphia, PA | 1341 N Delaware Ave, Philadelphia, PA 19125-4347            | 6.24 mi  | Monday - Friday: 8:30 AM - 4:00 PM       |
| Philadelphia, PA | 3480 N Delaware Ave, Philadelphia, PA 19134-6311            | 7.79 mi  | Monday - Friday: 8:30 AM - 12:00 PM & 1:00 PM - 5:00 PM |
| Morton, PA      | 200 Yale Ave, Morton, PA 19070-1918                         | 7.84 mi  | Monday - Friday: 8:30 AM - 12:00 PM & 1:00 PM - 5:00 PM |
| Elkins Park, PA | 7804 Montgomery Ave, Elkins Park, PA 16027-2849            | 7.89 mi  | Monday - Friday: 9:30 AM - 4:30 PM       |
| Glenside, PA    | 450 S Easton Rd, Glenside, PA 19038-3215                     | 9.3 mi   | Tuesday & Thursday: 9:00 AM - 12:30 PM & 1:30 PM - 4:30 PM |

*The Enrollment Center is located inside Abington Caregivers LLC.*

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

- 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 September 18th from 11:00 am - 1:00 pm.
- Your pre-registration receipt is only valid for 6 weeks.
- **You must upload a copy of your completed FBI clearance to the Nest upon receiving it.**
- **Students will only be reimbursed if all clearances are completed and uploaded to the Nest by September 19.**
- *Important note: Students may receive clearance in email the next day- be ready to download your clearance at that time! The link provided in the email can only open securely to access results 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**
  - **Note if not appointments are available you can still walk-in, however, scheduled appointments will take priority.**

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Submitting Your Background Check Reports—must be completed by September 19th.

- This is a two part process.
  - You need to upload your required background reports and certificates to the Nest
  - and bring copies of your reports to the community partner placement your first week of service
  - Clearance must be completed and uploaded by September 19th.

- First, double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive. You want to upload your completed background check reports and Minors on Campus Certificate.
- Login to SJU Nest using your SJU student login.
- On the home screen, find “Student” under “Administrative services” and click on “Student clearances”
- That bring you to an “Upload Documents” page. Click the dropdown for “document type” and select “Faith-Justice Institute, Service-Learning” as your department. Upload the correct document for each requirement.

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
  - The Faith-Justice Institute in Suite 131, Post Learning Commons
  - Thursday, September 18 11:00am-1:00pm
- You will not be reimbursed if all clearances are not uploaded to the Nest by September 19th.

*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.

Updated August 2018 *Also available at www.sju.edu/ServiceLearningStudents
DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one
of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: __________________________ Signature: __________________________

Witness: __________________________ Signature: __________________________

Date: __________________________