

ACT 114
FBI Federal Criminal History Clearance

Applicants must register online ***prior*** to going to the fingerprinting site. Follow steps below to register.

1. Go to <https://uenroll.identogo.com>.
2. Enter your Service Code to get started and click "Go"
 - a. If you are seeking ***Paid Employment*** with our school enter Service Code **1KG6XN**
 - b. If you are a ***Volunteer/Chaperone*** enter Service Code **1KG6Y3**
 - c. If you are enrolling as a student in the ***Adult Education Nurse Aide Training Program*** enter Service Code **1KG6NX**
3. Choose "Schedule or Manage Appointment"
4. Complete "Essential Info" and click "Next".
5. Complete "Additional Info" and click "Next".
6. Complete "Citizenship" and click "Next".
7. Complete "Personal Questions" and click "Next". (Authorization Code answer is "NO")
8. Complete "Personal Info" and click "Next".
9. Complete "Address" and click "Next".
10. Complete "Documents" and click "Next".
11. Type in Zip Code to see which sites are closest to you and have available appointments. Select a site and then click "Next" within that site choice. (Closest locations to 17815 are Bloomsburg and Berwick)
12. "Date and Time": choose either a date and time you would like to schedule an appointment or choose walk in. Select "Submit".
13. Print your **STATUS** (click button located in upper right corner of your screen) to take with you to the fingerprinting site. You will also receive confirmation and status via the e-mail that you provided during registration.
14. Fee for clearance is \$22.60 which will be paid by credit/debit card or money order the day of your appointment. No cash transactions or personal checks are allowed. You must show the approved State or Federal photo ID selected during registration.
15. Submit a copy of your "Status" sheet with your Service Code on it to the Director's Office.