

### FBI Fingerprinting Clearance Enrollment Instructions

1. Click on the following link or copy and paste into your browser: <https://uenroll.identogo.com/>
2. Enter the following Service Code and click 'Go' (not case sensitive): **1KG756**
3. On the next page, click on 'Schedule or Manage Appointment'
4. On the following page, enter all of the required fields and then click 'Next'
5. On the following page, you will be required to enter your Country of Birth, State/Province of Birth, and Country of Citizenship. Once you have completed these steps, click 'Next'
6. On the following page, you will be required to answer 3 questions. Note, 'Alias' includes a Maiden name. For the third question, answer 'No' for "Do you have an authorization code that you will be using as a method of payment?" When complete, click 'Next'.
7. On the following page, enter your Personal Information, then click 'Next'
8. On the following page, enter your Mailing Address and then click 'Next'
9. On the following page, please select the Documents that you will be required to bring to your appointment. Once completed, click 'Next'
10. On the following page, select a location to complete your digital fingerprints by entering either your Postal Code, City, Airport Code or Special Location Code\*. Select your preferred location and then click 'Next'
  - For your convenience, we offer FBI Fingerprint services at our downtown hospital location. If you would like to use this service, you must enter **SP-LGHHR** where it says, 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' To select our Lancaster location, select 'Next'
  - Note, you may schedule an appointment at any Identogo location.
11. On the following page, select the date and time of your appointment. Once completed, click 'Next'
12. The following page is a confirmation page for your appointment that includes payment options. Please note, this clearance costs \$25.25 and you are required to pay this fee (credit or debit) at your appointment.
  - You may print the confirmation page, but it is not needed for your appointment.
  - Please be sure to take the appropriate ID with you to your appointment (as noted on your confirmation page).
  - Identogo will only accept debit or credit cards as payment.
  - You will be mailed your clearance within 2-4 weeks from the Department of Human Services. Once you receive the clearance in the mail, please upload it to Workday.

If you have any questions, please reach out to the Compliance team at:

[SM-Compliance@penmedicine.upenn.edu](mailto:SM-Compliance@penmedicine.upenn.edu)

## **FBI Fingerprinting Services**

### **Office Address**

IdentoGO FBI Fingerprinting Services  
1<sup>st</sup> Floor Badging Office  
555 N. Duke Street, Lancaster, PA 17602  
(717) 544-4420

### **Visitor Parking Garage Address**

155 E. James St, Lancaster, PA 17602

### **Directions**

1. Park in the James Street garage.
  - The garage is located to the left of the Hospital's front entrance.
  - Please bring in your parking ticket to be validated at your appointment.
2. Enter into the 1<sup>st</sup> floor of the Hospital.
3. Stop by the information desk to be screened.
4. Proceed to walk into the Hospital.
  - You will walk past the Central Table Eatery and past the elevator banks.
  - Make a left at the Convenience Pharmacy.
  - Make a left into the Employee Service Center at the end of the hall.
5. You've made it! Please walk back to the Badging office to check-in.