

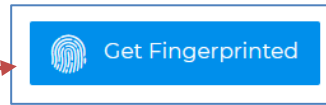
OBTAINING YOUR FBI CRIMINAL RECORD CHECK

FOR CLERGY AND PAID STAFF

These are instructions for making an appointment to go to a facility for fingerprinting

Go to www.identogo.com

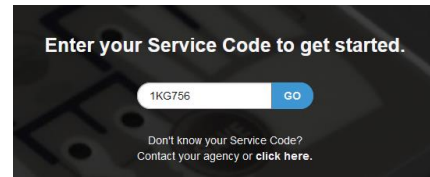
Click on the “Get Fingerprinted” button



Under “Select a Fingerprinting Service by State”, select “Pennsylvania” and click “Go”

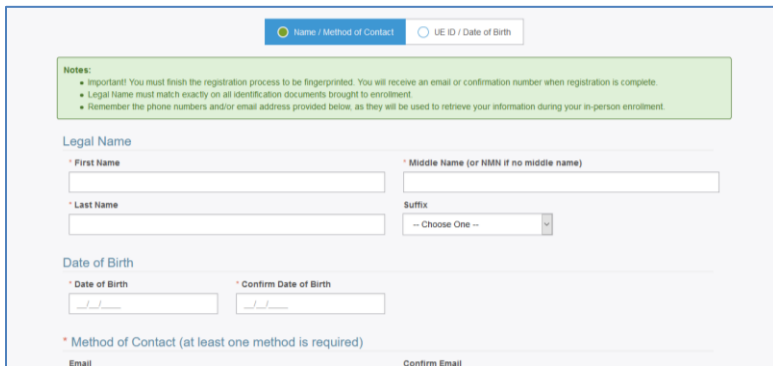
Scroll down to select “Digital Fingerprinting”

Enter the Service Code “1KG756” and click “Go”

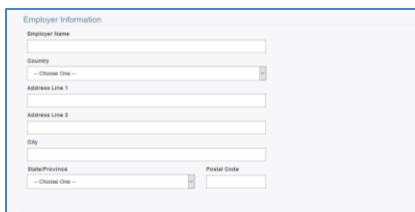


Select “Schedule or Manage Appointment”

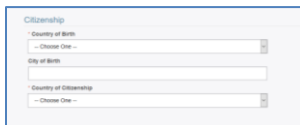
Enter your Personal Information. If you include your email as your method of contact, you will receive an email confirmation once your appointment is made. Click “Next”



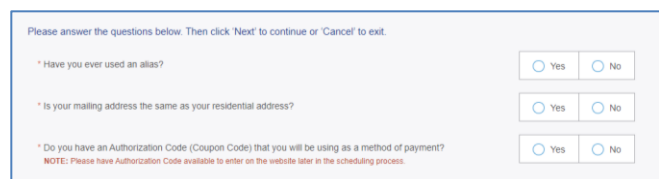
Enter your Employer’s (Church) Information and click “Next”



Complete your Citizenship info and click “Next”



Answer the questions as appropriate (alias names include previous names) and click “Next”



(Additional information might be requested based on your responses in the previous screen. Complete as necessary.)

Add your Personal Information and click “Next”

The screenshot shows a 'Personal Information' form with the following fields: Height (ft/in), Weight (lbs/kg), Hair Color (dropdown), Eye Color (dropdown), Preferred Language (dropdown), Gender (dropdown), Race (dropdown), and Ethnicity (dropdown). There are also 'Go Back' and 'Next' buttons at the top.

Add your Address(es) and click “Next”

The screenshot shows a 'Mailing Address' form with the following fields: Country (dropdown), Address Line 1, Address Line 2, City, State/Province (dropdown), and Postal Code.

Select the identification document you will bring with you to your Fingerprinting Appointment and click “Next”

The screenshot shows a 'Documents' form with a 'Document' dropdown menu and a checkbox question: 'Does the name you are enrolling under match the name on all documents selected?' with 'Yes' and 'No' radio buttons.

Enter the zip code for your search area and click “Search”

The screenshot shows a search interface with a note: 'Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.' Below the note is a search bar with the text 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' and a 'Number of Results: 5' dropdown. The search input field is circled in red.

The closest locations will display and indicate the number of upcoming appointments available. Click on the location of your choice – the clicked location will become blue with the address and hours will appear below. If this is the location you want to select, click “Next.” If not, select a different location.

The screenshot shows the search results table with the following data:

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	322 N Shore Dr	0 appointments available	0.52 mi
> Pittsburgh, PA	4885 McKnight Rd	0 appointments available	4.05 mi
> Pittsburgh, PA	801 Brookline Blvd	0 appointments available	4.09 mi
> Pittsburgh, PA	8384 Frankstown Ave	0 appointments available	6.04 mi
> McKees Rocks, PA	1781 Pine Hollow Rd	22 appointments available	6.16 mi

Select the date and time of your choice from the dropdown menus. Click "Submit."

Appointment Date and Time (first available displayed by default)

Select Date -- Choose One --

Select Time -- Choose One --

Walk in

Note:
Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.

Location Details:

IdentoGO
1781 Pine Hollow Rd
Ste 5
McKees Rocks, PA 15136-1544

The Enrollment Center is located in REAR of the building inside Farmers Insurance - NOT STATE FARM

[Cancel](#) [Back](#) [Submit](#)

A confirmation screen will appear, which you can print. This includes a reminder of your appointment date, time and location, what ID to bring, and methods of payment, as you pay at your appointment. If you included your email address when at the beginning of this process, you will also receive a confirmation email.


1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children [Print Status](#)

Status as of 07/22/2020

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 07/22/2020
UE ID: UZSV-36KSVN
Service: 1KG756 - DHS-Employee >=14 Years Contact w/ Children
Estimated Amount Due: \$23.85

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card 

Cash will not be accepted

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Military ID Card

All ID Documents must be the originals. Copies will not be accepted.

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children Appointment Details:

McKees Rocks, PA Appointment Time:
IdentoGO 08/03/2020 @ 2:40 PM
1781 Pine Hollow Rd
Ste 5 McKees Rocks, PA 15136-1544 The Enrollment Center is located in REAR of the building inside Farmers Insurance - NOT STATE FARM
[View Map](#)