

FBI IDENTOGO FEDERAL CRIMINAL HISTORY RECORD

Please read carefully and follow these directions exactly.
Do not go to the State Police to have your fingerprints inked

The Process

The fingerprint-based background check is a multiple-step process:

1. You must register with Identogo Systems prior to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration. Registration is completed online. Registration is available at <https://www.identogo.com/locations/pennsylvania>.
2. The Registration steps are below:
 - a) Select Digital Fingerprinting option at the bottom on the left
 - b) Insert Service Code **1KG756**
 - c) Click "Schedule or Manage Appointment"
 - d) Complete the steps of information and set an appointment at a valid location
 - e) After registering, go to the fingerprint site of your choice for fingerprinting.
 - f) The cost is \$22.60 for your FBI, which you will pay once you arrive to your fingerprinting site (Confirm the form of payment before arriving to your site as cash may not be accepted).
3. The fingerprint transaction begins when the operator reviews your photo ID before processing your fingerprints (see below for acceptable ID). **You will not be processed if you cannot produce acceptable identification.**
4. After your identity has been established, all ten fingers are scanned to complete the process. Fingerprinting should take no more than three to five minutes.
5. Your scanned fingerprints will be electronically transmitted to the FBI.
6. DHS will receive the Federal Criminal History Record from the FBI. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official Record.** DPW's Background Check Unit through Childline and Abuse Registry will return the report to you.
7. When you receive your report, you can drop it off any time Monday to Friday from 9am to 4:30pm to our office. Ask our staff to make a copy and we will update your file. You also have the option to scan and email your document to our office.

BEGIN THE PROCESS IMMEDIATELY, AS IT TAKES UP TO 6 WEEKS TO RECEIVE A REPORT

Identity Verification

Identogo Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted. *For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.*

If you do not have a driver's license, the following is acceptable, as long as it has a photo:

- US Passport
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)

In the absence of any of the above forms of identification, secondary documentation must include at least **two** of the following:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (00010-2)
- Social Security Card
- USCIS I-551 Resident Alien Card Issued Since 1997
- USCIS I-688 Temporary Resident Identification Card
- USCIS I-688B, I-766 Employment Authorization Card
- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement
- School Identification Card with Picture
- School Records
- Employer Identification Card
- Valid PA Learner's Permit

Philadelphia Fingerprint Locations

go to: <https://www.identogo.com/locations/pennsylvania>