



FBI CRIMINAL HISTORY CLEARANCE INSTRUCTIONS
PERELMAN SCHOOL OF MEDICINE
2024

START HERE: <http://uenroll.identogo.com>

Go to this site.http://uenroll.identogo.com

Enter the DHS Service Code:
1KG756



The screenshot shows a web browser window with the URL <https://uenroll.identogo.com>. The page features the Identogo logo and a navigation menu with 'English'. The main heading reads 'Enter your Service Code to get started.' Below this is an input field labeled 'Enter Code' with a blue 'GO' button. A red arrow points from the service code '1KG756' to this input field. Below the input field, there is a link: 'Don't know your Service Code? Contact your agency or [click here.](#)'

Below the main heading, there is a section with two service options:

- Check the Status of your Service**: Check your status or reprint your cardscan registration form. For additional help, call 866.845.7434.
- Manage an existing Appointment**: Reschedule an existing appointment or schedule a retake.

Below this, there is a section titled 'We provide the following additional services:' with three options:

- State History Check**: Request a copy of your criminal history record from a participating State.
- Fingerprint Cards**: Collect your fingerprint images for a fingerprint card (FD 258).
- Photo Services**: Two professional 2X2 photos for passport and visa documents.

At the bottom of the page, there is a footer with the text: '2017 © Identogo, All rights reserved. [Privacy Policy](#)' and a URL: <https://uenroll.identogo.com/service-code-lookup>

Fill out all information according to the applicant

Click here



← → ↻ 🔒 https://uenroll.identogo.com/workflows/1KG6ZJ/appointment/employer ☆ 📄 🌐 📧 📌 📁 📂 📅 📆 📇 📈 📉 📊 📋 📌 📍 📎 📏 📐 📑 📔 📕 📖 📗 📘 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿

Essential Info → **Employer** → Citizenship → Personal Questions

* Required Fields

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name

Country

**Please enter UPENN HR
Address:**
600 Franklin Building
3451 Walnut Street
Phila, PA 19104

State/Province

Postal Code



1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Essential Info Citizenship Personal Questions Personal Info

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth
-- Choose One --

City of Birth

* Country of Citizenship
-- Choose One --

Answer questions

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Essential Info Citizenship Personal Questions Personal Info Address

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

Click NO. Please work with your department regarding this fee.

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Personal Info

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height ft in

* Weight lbs

* Hair Color

* Eye Color

* Preferred Language (Receipts & other communication)

* Gender

* Race

* Ethnicity

Enter your information

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

Mail to your home address / private residence
DO NOT MAIL TO UPENN OFFICE

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1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Documents

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

- Choose One
- Choose One
- Canadian Commercial Driver's License (CDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Merchant Mariner Document (MMD)
- Military Dependent's Card
- Military ID Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.)
- Uniformed Services Identification Card (Form DD Form 1172)
- Visa

Choose what ID you will bring to your appointment

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1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Location

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

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.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Use My Location Search

Cancel Back Next

Please use your zip code.

You must be fingerprinted in the state of Pennsylvania. **If you are trying to be fingerprinted in a different state, please contact our office immediately**

Pennsylvania Department of Human Resources | IdentoGO

https://uerrc11.identogo.com/workflows/1KG733/appointment/appointment

IdentoGO

English

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Documents > Location > **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One -- Select Time: -- Choose One --

Location Details:

IdentoGO
500 E. Havertord Rd
Ste 200
Bryn Mawr, PA 19010-3851

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

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Select whatever time and date that will work for you. Click submit!

What you need to know

1. Idemia is the provider for FBI processing in PA: identogo.com
2. Use service code **1KG756**
3. This document will be mailed to you, at your private residence
4. You must upload a PDF copy of the actual document to the [Penn Box](#) (if having difficulties email to Tarence.smith@penncare.upenn.edu)

If you have concerns regarding the content of your FBI document, please call our office.