

Steps to complete new FBI background check with IdentoGO

The State of Pennsylvania has recently changed vendors for conducting the FBI background check, a required clearance for employment with the Commodore Perry School District.

Here are new instructions for completing the FBI background check and being fingerprinted with the new PA state approved vendor:

1. Pre-enroll for your FBI Fingerprint Clearance on the IdentoGO website:
<http://uenroll.identogo.com/> -“Schedule or Manage an Appointment”
 - a. Please enter the code 1KG6XN, which indicates that you are being fingerprinted for a job with the Department of Education and specifically, the School District of Commodore Perry.
 - b. Complete all steps of the registration process. Under “documents”, please make sure to select an identification document you own that will serve as your official identification.
 - c. Print your receipt from this transaction that includes your Universal Enrollment ID (UEID). You will need this receipt both for your fingerprint appointment and your final processing appointment; do not lose it.

2. At the end of the pre-enrollment transactions, you will be asked to make an appointment to be fingerprinted at an available location.
 - a. The list of locations where you must travel to complete your fingerprints can be found on the website: <https://www.identogo.com/locations/pennsylvania>

3. On the day of your scheduled appointment, please make sure to bring your receipt from the pre-enrollment, the identification documentation you selected to confirm your identity, and a form of payment.
 - a. Please make sure that your legal name exactly matches the name on the identification.
 - b. For payment, IdentoGO locations accept business check, money order, or a credit card. The total cost of the clearance is \$22.60, and there is a \$1.00 processing fee for credit cards.