

FBI Clearance Guide

for Agapé Center Volunteers

1. Enroll for fingerprinting at <https://uenroll.identogo.com/>
2. Enter the service code: **1KG6ZJ**
3. Click “Schedule or Manage Appointment”
4. Select “Name / Method of Contact” and fill out using your personal information. When you are done click “Next”
5. Under **Agency Identifiers**, create a security question (Ex: What is the name of the street you grew up on?) and write it in the first box. In the second box, type the answer to your security questions and click “Next”
6. Fill out the **Citizenship** section and click “Next”
7. Select “No” to the question “Have you ever used an alias?” unless you have legally changed your name in the past.
8. For the question, “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?” select “No” and click “Next”
9. Fill out the **Personal Information** section using the information from a Driver’s License or ID and click “Next”
10. Fill out the **Mailing Address** section using the current address you receive mail at and click “Next”
11. Under **Document**, select which official document you will bring with you to your fingerprinting appointment for identification. A standard license is called “Driver’s License issued by a State or outlying possession of the U.S.” click “Next”
12. Find and select an Enrollment Center near you to make an appointment. Once you select an Enrollment Center nearby, click on it and select a date and time that you are available for fingerprinting. Hit “Submit”
13. On the **Service Summary** page review your appointment details and notice the service fee charge that is due upon arrival to your appointment.
14. You should receive an email confirmation with your appointment details. Make sure to bring the document that you chose for identification and a debit/ credit card with you for the service fee.
15. You should receive your clearance through your email within 3-5 business days.
16. Once received, save your clearance as a PDF and email it to your outreach leader and outreach@messiah.edu