



STUDENT EMPLOYMENT OFFICE

FBI Fingerprint Clearance (IDENTOGO) Instructions

Notes:

- The FBI check is a three-step process.
 - First, you **must register online** and print the receipt (See instructional steps below to register.)
 - Second, take the receipt, 2 forms of ID, and payment method (credit card or money order) to a **fingerprinting facility**.
 - Third, after providing the fingerprints at the facility, the **results will be mailed** to the home address that you entered online when you registered. It is recommended that you may want to use your college address rather than home address to avoid delays in receiving the clearance.
 - When you receive the results, you will need to provide them to the College along with your other two clearances.

The waiting period for the results is typically 2-4 weeks. Please plan accordingly as you will not be permitted to start your job until you submit your results to the Student Employment Office.

- When you register online, there will be an opportunity to set up your specific finger-printing appointment. There is also the option of selecting 'walk-in' for which you take the chance that they will be able to see you sooner. Be sure to check out the hours of operation before proceeding to a fingerprint location. Scheduled appointments are given priority over walk-ins.
- Fingerprinting sites and hours are listed online. Local sites include:
 - 6483 Carlisle Pike, Suite 104, Mechanicsburg, PA 17050
 - 158 W. High Street, Carlisle, PA 17013
 - 4815 Jonestown Road, Suite 201, Harrisburg, PA 17109
- A credit card or money order is required for payment. The cost is \$22.60.

Instructional Steps:

1. Go to: <https://uenroll.identogo.com>
2. Enter the following Service Code: **1KG756**
3. Select 'Schedule or Manage Appointment'
4. Fill in requested information on each screen and click 'next' to proceed to next screen.
5. Schedule an appointment date, time, and location (or you may choose 'walk-in').
6. **Print** the Registration Complete page with the Registration ID included. (You will also receive an email confirmation)
7. **Go to the fingerprint site** as scheduled. You are required to have with you the Registration code from the confirmation email **and** qualified State or Federal photo ID (example: driver's license). A credit card or money order is required for payment.
8. Results will be mailed to you, the applicant, within 2-4 weeks.
9. **When you receive the report, send or show** the clearance to the following, based on your employment:
 - a. Athletic Camp Employees: Casey Stone/Athletics Department
 - b. All other Summer Student Employees: Belinda Conrad, Student Employment Office
In person: Student Employment/Payroll Office, 1st Floor, Old Main
Via mail: Messiah College, One College Ave, Suite 3010, Mechanicsburg, PA 17055
Or upload it as a PDF file via this secure link: http://www.messiah.edu/upload_stuempl