FBI Criminal History Check Instructions

Applying for an FBI Criminal History Check is a four-step process:

- 1. Register online with the fingerprinting vendor
- 2. Submit fingerprints at a fingerprinting location
- 3. Provide Human Resources with a receipt from the fingerprinting location
- 4. Provide Human Resources with a copy of your results. Results will be sent via U.S. mail to the address you provide during online registration. Once you have submitted your fingerprints at a fingerprinting location, you can expect to receive the results within three weeks.

See below for step-by-step instructions. Please pay close attention to details to avoid unnecessary trips to the fingerprint locations and associated costs.

Step 1: Visit https://uenroll.identogo.com/

Step 2: Enter "1KG756" for the Service Code and click "Go."

IdentoGO English • Enter your Service Code to get started. Don't know your Service Code? Contact your agency or click here. IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs Check the Status of your Service Manage an existing Appointment Reschedule an existing appointment or schedule a retake We provide the following additional services. STATE State History Check **Fingerprint Cards** Photo Services Request a copy of your criminal history record Collect your fingerprint images for a fingerprint Two professional 2x2 photos for passport and from a participating State card (FD-258). visa documents 2017 @ IdentoGO®. All rights reserved Privacy Policy

Step 3: Select "Schedule or Manage Appointment."



1KG	756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children
< Back	to Home
	Schedule or Manage Appointment Schedule an in-person appointment or change an existing appointment.
	What do I need to bring to enrollment? Find out which documents you need to bring to the enrollment center to facilitate processing.
	Locate an Enrollment Center Locate and get directions to an enrollment center near you.
	Submit A Fingerprint Card by Mail Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Step 4: Enter your legal name and date of birth. Please note that you must enter "NMN" if you do not have a middle name.

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	Ess	sential Info Citizenship Personal Q	uestions Per
Please enter your information b r 'Cancel' to exit.	elow (letters, spaces, hyphens (-), and apostrop Name / Method of Co	ohes (') are allowed in name fields). Then click 'Next' to check the	* Required Fields status of your service
Legal Name must match Remember the phone nu Legal Name	exactly on all identification documents brought to er mbers and/or email address provided below, as the	nrollment. y will be used to retrieve your information during your in-person enrolli	nent.
* First Name		* Middle Name (or NMN if no middle name)	
* Last Name		Suffix Choose One V	
Date of Birth			
* Date of Birth			
	* Confirm Date of Birth		

At the bottom of this page, you will have to enter either an email address or a phone number. Please ensure that you indicate your preferred method of contact, and then click "Next."

* Method of Contact (at least one method is required)	
Email	Confirm Email
Country Code	Phone 1
United States •	
Country Code	Phone 2
United States •	()
* Preferred Method of Contact	
Email	
× Cancel	Next >

Step 5: Enter your citizenship information and then click "Next."

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1KG756 - Pennsylvania	DHS-Employee >	=14 Years Conta	act w/ Children	n	
	Essential Info	Citizenship	Personal Questions	Personal Info	
					* Required Fields
Please enter your information below. The	en click 'Next' to continue or 'C	cancel' to exit.			
Citizenship					
* Country of Birth					
Choose One		•			
City of Birth					
* Country of Citizanshin					
Choose One					
ingen produktion gruppin					
× Cancel				< Back	Next >
		2017 © IdentoGO®. All rights reserved Privacy Policy			

Step 6: Answer the questions listed then click "Next." **Please** contact <u>act153@andrew.cmu.edu</u> for an Authorization Code (Coupon Code) so that we may cover the cost in advance.

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* is your mailin	ng address the sa	me as your r	esidential address:	7						es () No
* Do you have	an Authorization	Code (Coup	on Code) that you	will be using as a me	thod of paymen	t?			• Ye	es 🔿 No
NOTE: Please	nave Authorization (Code avallable	to enter on the websi	te later in the scheduling	process.					
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Step 8: Enter your **local** mailing address in the field provided. **This is the address your results will be mailed to.** If you indicated that your residential address is different from your mailing address, you will be prompted to complete additional fields.

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G756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children							
Personal Questions Personal Info	Address	Documents	\geq	Location	Dat		
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Mailing Address							
* Country							
Choose One							
* Address Line 1							
Address Line 2							
* City							
	p						
* Bostal Code							
Fostal Code							

Step 9: Indicate which photo identification document you will bring with you to the fingerprinting location. **You must bring the item you select on the drop-down menu with you to your fingerprinting appointment.**

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G756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children									
Personal Info	ents to bring to	Address	ent. Then c	Documents	ue or 'Cance	Location	\geq	Date and Time	e Required Field
locuments									
Documents Document Choose One									
Documents Document Choose One Does the name you are enrol	ling under mate	ch the name on a	all documer	nts selected?				O Yes	V No

Indicate whether the name you are enrolling with matches the document you have selected.

* Does the name you are enrolling under match the name on all documents selected?

○ Yes ○ No

If you select no, please answer the follow-up questions then click "Next."

Step 10: Select the location for your fingerprinting appointment. To find the locations closest to Oakland, enter "15213" as the postal code to search by.

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1KG756 - Penns	ylvania DHS-Employee >=14 Years C	contact w/ Children
Address	Documents Location	Date and Time
		* Required Fields
Enter a Postal Code, City, to continue or 'Cancel' to e Note: Your registration is r Search for an Enrollment (Airport Code or Special Location Access Code to 'Search' for a lo xit. of yet complete. You must select a location, as well as a date/time on center by Postal Code, City and State, or Airport Code.	the following pages prior to receiving your appointment confirmation.
15213	Q Use My Location Q Search	
× Cancel		< Back Next >

Click the location of your choice to expand the selection and click "Next" to move on to the next page. **Information on locations is provided at the end of this document.**

	Location	Address	Next 7 Days	Distance
~	 Pittsburgh, PA 	1699 Washington Rd	86 appointments available	8.43 mi
	 IdentoGO 1699 Washington Rd Ste 102 Pittsburgh, PA 15228-1629 	Hours : Monday - Friday: 09:30 AM - 03:30 PM		Next >

Step 11: Enter the Authorization Code (Coupon Code) provided to you by the Act 153 Compliance office and select 'Apply Coupon'. Click 'Next', then select a date and time to request a specific appointment or check the box to indicate you will be attending on a walk-in basis. Please note that appointments will take priority over walk-ins. Click "Submit" when you are done.

	Pennsylv	/ania D	HS-Emplo	oyee >=	14 Years	Contac	ct w/ Children		
	Documents	\geq	Location		Payment		Date and Time	\geq	
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ase enter yo	our payment inform	nation below.	Then click 'Next'	to complete yo	our transaction or	'Cancel' to e	xit.		
Ithorization	Code	Jue					1KG756 - Pennsylvania Contact w/ Children	DHS-Employee	>=14 Years \$22.60
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									(
× Cancel								< ₿	ack Next >
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Carnegie Mellon University

× Cancel

Step 12: This final page is your confirmation screen. It will indicate your unique registration ID, the "**UE ID**," as well as the estimated amount due and the methods of payment accepted at the location of your choice. **Bring this information, in addition to the photo identification document indicated in Step 9, to your fingerprint submission location.**

Click on "Print Status" in the top right corner, and use your printer prompt to **save this page as a PDF**. If you use Google Chrome, you will have "Save as PDF" listed as a local destination when you change printers. If you use a Mac, you may simply have a button in the bottom left to save as PDF. Other browsers will have similar options, such as "Adobe PDF." **If you have any difficulties with saving this page, please contact** <u>act153@andrew.cmu.edu</u> **so we may assist.**

dentoGO		English
ervice Summary		
Pennsylvania		
1KG756 - Pennsylvania	DHS-Employee >=14 Years Contact w/ Children	🖨 Print Status
Status as of 11/28/2017		
Pre-Enrolled You have successfully pre-enr	olled.	
Service Details:		
Date: 11/2 UE ID: Applicant: Service: 1KC Estimated Amount Due: \$22	8/2017 i756 - DHS-Employee >=14 Years Contact w/ Children 60	
We accept the following met Authorization Code, Business	:hods of payment: Check, Money Order, Credit Card 🛛 💴	
Important! YOU WILL BE REQUIRED 1 Legal Name must match exa 1. Driver's License issue	O BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. tothy on all identification documents brought to enrollment. d by a State or outlying possession of the U.S.	
1KG756 - Pennsylvania DHS-	Employee >=14 Years Contact w/ Children Walk-In Details:	
Pittsburgh, PA	Note: Scheduled appointments take priority over walk-ins.	
IdentoGO 1699 Washington Rd		

FINAL STEP: Go to the location you selected to submit your fingerprints. Upon submission, you will be given a receipt. **This receipt must be provided to the Act 153 Compliance Office for our records.** It can be sent to <u>act153@andrew.cmu.edu</u>.

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IdentoGo Fingerprint Submission Locations

There are four IdentoGo locations near Oakland that accept appointments or walk-ins for fingerprint submission. Listed below are the addresses as well as links to directions for driving or taking public transportation to each location. **The directions are based on the start location being CMU's campus at 5000 Forbes Ave.** You are encouraged to use the direction searches to determine the most efficient route based on your location and the time of day.

3495 Forbes Ave (UPS Store) Pittsburgh, PA 15213 (Oakland, Pittsburgh) Driving Directions: <u>https://goo.gl/maps/AQ9aPHf16F32</u> Public Transit Directions: <u>https://goo.gl/maps/7i8eHzpuHuK2</u>

322 North Shore Drive Building 1B, Suite 200 Pittsburgh, PA 15212 (North Shore, Pittsburgh) Driving Directions: <u>https://goo.gl/maps/N4LJX7dPQNG2</u> Public Transit Directions: <u>https://goo.gl/maps/vduKuChW23D2</u>

8350 Frankstown Avenue Pittsburgh, PA 15221 (Homewood/East Hills, Pittsburgh) Driving Directions: <u>https://goo.gl/maps/cFqAn2bM9yP2</u> Public Transit Directions: <u>https://goo.gl/maps/WqAF1FKPjXt</u>

8158 Perry Hwy Pittsburgh, PA 15237 (McCandless Township) Driving Directions: <u>https://goo.gl/maps/GQv2G36Xb1R2</u> Public Transit Directions: <u>https://goo.gl/maps/kgBT6Kzbgfv</u>

Please contact Madeleine Cossell or Nuvia Nishad if you have questions.

Madeleine Cossell Background Clearance Coordinator Email: <u>mcossell@andrew.cmu.edu</u> Phone: 412-268-3210 Nuvia Nishad Recruiting & Staffing Specialist Email: <u>nnishad@andrew.cmu.edu</u> Phone: 412-268-7374

Whitfield Hall 143 North Craig Street Pittsburgh, PA 15213