

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."

The screenshot shows the Identogo website interface. At the top left is the Identogo logo, and at the top right is a language dropdown menu set to "English". The main content area has a dark background with the text "Enter your Service Code to get started." Below this is a white input field with the placeholder text "Enter Code" and a blue "GO" button. A red box highlights the input field and button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here.](#)" At the bottom of this section, it says "Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below this are two blue buttons: "Check the Status of your Service" with a checkmark icon and "Manage an existing Appointment" with a calendar icon. At the bottom, there are three service cards: "State History Check" (with a magnifying glass icon), "Fingerprint Cards" (with a fingerprint icon), and "Photo Services" (with a camera icon). The footer contains the copyright notice "2017 © Identogo®. All rights reserved" and a link to the "Privacy Policy".

Step 3: Select "Schedule or Manage Appointment."



1KG756 - 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.



English ▾

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Essential Info > Citizenship > Personal Questions > Per

* Required Fields

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

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name	* Middle Name (or NMN if no middle name)
<input type="text"/>	<input type="text"/>
* Last Name	Suffix
<input type="text"/>	-- Choose One -- ▾


Date of Birth

* Date of Birth	* Confirm Date of Birth
<input type="text"/>	<input type="text"/>



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	<input type="text"/>	Confirm Email	<input type="text"/>
Country Code	United States	Phone 1	() _-__
Country Code	United States	Phone 2	() _-__
* Preferred Method of Contact	Email		

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

IdentoGO

English

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children



* Required Fields

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

Citizenship

* Country of Birth	-- Choose One --
City of Birth	<input type="text"/>
* Country of Citizenship	-- Choose One --

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

English

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Employer > Citizenship > **Personal Questions** > Personal Info > Address > Doc

* Required Fields

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? Yes No

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

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Step 7: Enter your personal information on this page.

English

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Citizenship > Personal Questions > **Personal Info** > Address > Documents > Lo

* Required Fields

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: -- Choose One -- * Eye Color: -- Choose One --

* Preferred Language (Receipts & other communication): English * Gender: -- Choose One -- * Race: -- Choose One -- * Ethnicity: -- Choose One --

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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.



English ▾

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Personal Questions > Personal Info > **Address** > Documents > Location > Date

* Required Fields

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

Mailing Address

* Country
-- Choose One -- ▾

* Address Line 1

Address Line 2

* City

* Postal 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.**



English ▾

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Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

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

Documents

* Document
 ▾

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

IdentoGO

English ▾

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Address

Documents

Location

Date and Time

* Required Fields

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 ▾

15213

Use My Location

Search

Cancel

Back

Next

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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.



English ▾

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Documents > Location > **Payment** > Date and Time

* Required Fields

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code	<input type="text"/>	<input type="button" value="Apply Coupon"/>
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1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children	\$22.60
Total Amount Due	\$22.60 <i>(non-refundable)</i>

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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	Select Time	<input type="checkbox"/> Walk In
-- Choose One -- ▾	-- Choose One -- ▾	

Note:
Scheduled appointments take priority over walk-ins.

Location Details:

📍 IdentoGO
1699 Washington Rd
Ste 102
Pittsburgh, PA 15228-1629

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 act153@andrew.cmu.edu so we may assist.**



English ▾

Service 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-enrolled.

Service Details:

Date: 11/28/2017
UE ID: [REDACTED]
Applicant: [REDACTED]
Service: 1KG756 - DHS-Employee >=14 Years Contact w/ Children
Estimated Amount Due: \$22.60

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Important!

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.

Legal Name must match exactly on all identification documents brought to enrollment.

1. Driver's License issued 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 act153@andrew.cmu.edu.

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: <https://goo.gl/maps/AQ9aPHf16F32>

Public Transit Directions: <https://goo.gl/maps/7i8eHzpuHuK2>

322 North Shore Drive

Building 1B, Suite 200

Pittsburgh, PA 15212

(North Shore, Pittsburgh)

Driving Directions: <https://goo.gl/maps/N4LJX7dPQNG2>

Public Transit Directions: <https://goo.gl/maps/vduKuChW23D2>

8350 Frankstown Avenue

Pittsburgh, PA 15221

(Homewood/East Hills, Pittsburgh)

Driving Directions: <https://goo.gl/maps/cFqAn2bM9yP2>

Public Transit Directions: <https://goo.gl/maps/WqAF1FKPjXt>

8158 Perry Hwy

Pittsburgh, PA 15237

(McCandless Township)

Driving Directions: <https://goo.gl/maps/GQv2G36Xb1R2>

Public Transit Directions: <https://goo.gl/maps/kgBT6Kzbgfv>

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

Madeleine Cossell

Background Clearance Coordinator

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Nuvia Nishad

Recruiting & Staffing Specialist

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143 North Craig Street
Pittsburgh, PA 15213