

(FBI) Federal Criminal History Background Check

Completion of this clearance requires registration, fingerprinting, and submitting a copy of the results to HACC Office of Human Resources. The steps outlined in this procedure will help you successfully complete the clearance. The clearance cost is approximately \$25.25 (subject to change).

After the fingerprints are taken, results will be sent to your home mailing address. The return time will vary. HACC is unable to view your results, so the employee will need to provide a copy of the results to HR. (Blueish form).

Please send a copy of the results to hr@hacc.edu

1. Visit the [IdentoGO](https://uenroll.identogo.com/) website to register. <https://uenroll.identogo.com/>

IdentoGO

English ▼

Enter your Service Code to get started.

Enter Code

GO

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

Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.



Manage an existing Appointment

Reschedule an existing appointment or schedule a retake.

2. Enter Service Code - **1KG756**

Enter your Service Code to get started.

1KG756 GO

Don't know your Service Code?
Contact your agency or [click here.](#)

3. Select **Schedule or Manage Appointment**

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

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[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.

4. Fill out **Essential Info:**

- a. **Legal Name** – First Name, Middle Name, Last Name, *Suffix (if applicable)
- b. **Date of Birth / Confirm Date of Birth** (mm/dd/yyyy – format)
- c. **Method of Contact** (Email recommended)

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

<p>* First Name</p> <input style="width: 95%;" type="text"/>	<p>* Middle Name (or NMN if no middle name)</p> <input style="width: 95%;" type="text"/>
<p>* Last Name</p> <input style="width: 95%;" type="text"/>	<p>Suffix</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">-- Choose One --▼</div>

Date of Birth

<p>* Date of Birth</p> <input style="width: 95%; text-align: center;" type="text"/>	<p>* Confirm Date of Birth</p> <input style="width: 95%; text-align: center;" type="text"/>
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*** Method of Contact (at least one method is required)**

<p>Email</p> <input style="width: 95%;" type="text"/>	
<p>Confirm Email</p> <input style="width: 95%;" type="text"/>	
<p>Country Code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">United States▼</div>	<p>Phone 1</p> <input style="width: 95%; text-align: center;" type="text"/>
<p>Country Code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">United States▼</div>	<p>Phone 2</p> <input style="width: 95%; text-align: center;" type="text"/>
<p>* Preferred Method of Contact</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Email▼</div>	

5. Fill out **Citizenship**:

- a. **Country of Birth** (*fields may vary based on selected “Country of Birth”
 - i. City of Birth (not required)
- b. **State/Province of Birth**
- c. **Country of Citizenship**

Citizenship

* **Country of Birth**

City of Birth

* **Country of Citizenship**

✕ Cancel

◀ Back

Next ▶

6. Provide your responses to the 3 **Personal Information** questions by checking **Yes** or **No**.

Note: No “Authorization Code” available at this time.

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.

✕ Cancel

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7. Fill out **Personal Information**

- a. Height
- b. Weight
- c. Hair Color
- d. Eye Color
- e. Preferred Language
- f. Gender
- g. Race
- h. Ethnicity

Note: In the previous section, if you selected **Yes** to Question 1: “Have you ever used an Alias?” you will be required to fill out an **Alias** field (shown below) before you enter your **Personal Info**

Alias

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

+ Alias

Personal Information

US Metric

* Height	* Hair Color	* Eye Color	
<input type="text"/> ft <input type="text"/> in	-- Choose One -- ▼	-- Choose One -- ▼	
* Weight			
<input type="text"/> lbs			
* Preferred Language (Receipts & other communication)	* Gender	* Race	* Ethnicity
English ▼	-- Choos -- ▼	-- Choos -- ▼	-- Choos -- ▼

- 8. Fill out **Residential Address**
 - a. Country
 - b. Address Line 1
 - c. *Address Line 2 (if applicable)
 - d. City
 - e. Postal Code

Note: In the previous section, if you selected **No** to Question 2: “Is your mailing address the same as your residential address?” you will be required to fill out a **Mailing Address** field (shown below) before you enter your **Residential Address**.

Mailing Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

Residential Address

* Country 

-- Choose One --

* Address Line 1 

Address Line 2

* City 

* Postal Code 

 Cancel

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Next 

9. Select the **Documents** you will bring to your fingerprint appointment.
- Check: **Yes** or **No** for “Does the name you are enrolling under match the name on all documents selected?”

Note: You will be required to bring the document(s) selected in this section to your fingerprint appointment.

Documents

* Document 

-- Choose One --

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

Yes No

✕ Cancel < Back Next > 

10. Search for a fingerprinting location near you by **Postal Code, City and State, or Airport Code***
- Click on your desired fingerprint location and select it by clicking **Next**

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

17050 📍 Use My Location 🔍 Search

Location	Address	Next 7 Days	Distance
 Mechanicsburg, PA	6483 Carlisle Pike	103 appointments available	2.13 mi
 IdentoGO 6483 Carlisle Pike Ste 104 Mechanicsburg, PA 17050-2346	Hours: Monday - Tuesday & Thursday: 09:00 AM - 12:00 PM & 01:00 PM - 06:00 PM Wednesday & Friday: 09:00 AM - 12:00 PM & 01:00 PM - 04:00 PM	Next >	

11. Schedule an **Appointment Date and Time** // or check box - **Walk In.***

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

Walk In

Note:

Scheduled appointments take priority over walk-ins.

Location Details:

📍 Identogo
6483 Carlisle Pike
Ste 104
Mechanicsburg, PA 17050-2346

12. Review/Print your Service Summary

- a. You will be required to bring the following items to your fingerprint appointment:
 - i. **UE ID** – found on **Service Summary** (see green check mark below)
 - ii. Identification document(s) you indicated in #9. **Documents** (ex. Driver’s License)
 - iii. **Credit Card, Business Check or Money Order** (cash is not accepted)

Service Summary

Pennsylvania

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

[Print Status](#)

Status as of 12/06/2017

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

 Date: 12/06/2017
UE ID: **UZSV-286HQY**
Applicant: **Matthew Gray**
Service: **1KG756 - DHS-Employee >=14 Years Contact w/ Children**
Estimated Amount Due: **\$23.85**

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. Commercial 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:

Mechanicsburg, PA

IdentoGO
6483 Carlisle Pike
Ste 104 Mechanicsburg,
17050-2346
[View Map](#)

Note:

Scheduled appointments take priority over walk-ins.

 [Schedule Appointment](#)

[Done](#)

After the fingerprints are taken, results will be sent to your home mailing address. The return time will vary. HACC is unable to view your results, so the employee will need to provide a copy of the results. (Blueish form).

Please send a copy of the results to hr@hacc.edu