



## Instructions for Completion of FBI Fingerprint Clearance

### Registration & Appointment Scheduling

1. Visit <https://uenroll.identogo.com/> and enter the following Service Code (not case sensitive) and select Go:

**1KG756**

2. Select 'Schedule or Manage Appointment'.
3. On the following page, you will need to complete all required fields and select 'Next'
4. On the following page, you will be required to enter your:
  - Country of Birth
  - State/Province of Birth
  - Country of Citizenship
5. Once you have completed these steps, click 'Next'.
6. On the following page, you will be required to answer 3 questions. **Note:** alias would include a Maiden name. For the 3rd question, answer 'No' for "Do you have an authorization code that you will be using as a method of payment?", then click 'Next'.
7. On the following page, enter your Personal Information, then click 'Next'.
8. On the following page, enter your Mailing Address and then click 'Next'.
9. On the following page, please select the Documents that you will be required to bring to your appointment (Passport, Driver's License, Military ID, etc.). Once completed, click 'Next'.
10. On the following page, select a location to complete your digital fingerprints by entering your:
  - Postal Code
  - City
  - Airport Code or Special Location Code
  - Select the location you would like to use
11. Once you have completed these steps, click "Next".
12. On the following page, select the date and time of your appointment. **Note:** while walk-ins are accepted, scheduled appointments will take priority over walk-ins. Once completed, click 'Next'.
13. The following page is a confirmation page for your appointment that includes payment options. Please note that you will need to pay \$23.85 whenever you go to your appointment. Cash is not accepted. Identogo will only accept debit cards, credit cards, and exact money orders as payment.
14. You can print the confirmation page, but it is not needed for your appointment.

## Fingerprinting

- On the day of your appointment, please bring the appropriate form of payment as well as the appropriate ID as noted on your confirmation page
- Please request a receipt to confirm your payment

## Receiving Your Clearance Report

Your clearance report (blue-colored) will be sent to your mailing address within 2-4 weeks from the date you were fingerprinted. Please check your postal mail regularly for this clearance report. Once you have received it, please scan and upload this document into Workday. The original report (**no copies**) will need to be given to Human Resources along with receipt of payment for reimbursement.

**New Hires:** this clearance must be obtained and forwarded to Human Resources *prior* to your start date. You could also choose to upload the clearance into Workday.

**Current employees:** this clearance must be re-obtained every five (5) years. Workday will send you notifications regarding the expiration date of your clearance.

## Receiving Your Clearance Report

Employees may be reimbursed for the cost of the registration fee. In order to process reimbursement, employees must submit the following to Human Resources:

Employee Expense Reimbursement form (available on Accounts Payable portal page)

- Copy of confirmation page that confirms your fingerprint registration and appointment
- Copy of receipt of payment made on day of appointment
- Original FBI clearance report (**no copies**)

Please contact Human Resources with any questions regarding this reimbursement.