

# FBI – Federal Clearance Registration Instructions

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** – You must register prior to going to the fingerprint site. You are required to complete pre-enrollment by utilizing one of the two options listed below prior to arriving at the fingerprint site.
  - a. Option One: **Telephone** registration at 1-844-321-2101 Monday through Friday, 8 AM to 6 PM
  - b. Option Two: **Online** registration 24 hours a day, seven days per week at <https://uenroll.identogo.com>

**If you are registering online or by telephone you will use the following SERVICE CODE - 1KG6XN**

2. **Payment** – A \$23.85 fee for the fingerprint service and to secure an unofficial copy of the criminal history record will be charged at the site where you are fingerprinted. Major credit cards, money orders, or cashier's check will be accepted. Money Orders and Cashier's checks should be made payable to MorphoTrust. Cash and personal checks will NOT be accepted.

**Below are the instructions for registering online at <https://uenroll.identogo.com>. An email address is required for online registration.**

The Service Code to be used: **1KG6XN**

Select – Schedule or Manage Appointment

You will then need to enter the following information, in this order:

1. Essential Information
  - a. Legal Name, Date of Birth, Email Address
2. Additional Information
  - a. You will Create a Security Question and Answer
3. Citizenship Information
  - a. Country of Birth, City of Birth (optional), State of Birth, Country of Citizenship
4. Personal Questions
  - a. Alias Information (includes maiden name), Address Information
  - b. You will not have an Authorization Code or Coupon Code
5. Personal Information
  - a. Height, Weight, Hair Color, Eye Color, Language, Gender, Race, Ethnicity
6. Address Information
  - a. Country, Street, City, State, Zip
7. Documents
  - a. Select which Document you will take to be Fingerprinted
8. Location
  - a. Enter your Zip Code and Choose a Location to be Fingerprinted
  - b. Click on NEXT to Select a Date and Time

After completing the online registration, you will receive a confirmation email from IdentoGo Service. If you have any questions please contact Barb Knauff at the Hermitage School District at 724-981-8750 ext. 6010.