

## Federal Bureau of Investigation (FBI) Criminal History Clearance: How to obtain your clearance

PA contracts with IIDEMIA (IdentoGo or MorphoTrust) for digital fingerprinting. You can register with IDEMIA and be fingerprinted at an IdentoGo site. The fingerprint-based background check is a multi-step process.

Cost: \$23.25 (volunteers are responsible for associated costs)

Clearance Renewal: this clearance will need to be renewed every five years

Follow the steps below to complete the FBI Fingerprint process:

- Information to know before **Registration**
  - Registration is required before going to the fingerprint location. Walk in service is allowed but all applicants are required to complete pre-enrollment either by phone or Online.
  - *Recommended:* Register Online for an appointment to be fingerprinted
    - [IdentoGo](#) (ctrl + click to follow link)
  - When registering, you must use a specific service code. You will use: **PA Department of Human Services Volunteer Code: 1KG6ZJ**
  - When registering, you will be required to identify an acceptable form of identification you will bring to the fingerprinting appointment (example: driver's license).
- Step one: Registration
  - [IdentoGo](#) (ctrl + click to follow link)
  - At the top right, click **"get fingerprinted"**
  - Select **"PA"** as the state you need to be fingerprinted for
  - Select **"digital fingerprinting"** as your enrollment service
  - Enter service code **1KG6ZJ** and click **"go"**
  - Click **"schedule or manage appointment"**
  - Enter required demographic information
  - Agency identifier: Create a security question then click **"next"**
  - Citizenship: complete required fields then click **"next"**
  - Personal questions: complete required fields then click **"next"**
    - Please note you will NOT have a coupon code
  - Documents: choose the identification you will bring with you to the fingerprinting appointment then click **"next"**
  - Enter zip code to find closest fingerprinting location, select location then click **"next"**
    - Note address and hours of operation
    - If the location identifies no appointment, you may be able to select the location as a walk-in service

- Select date & time of appointment
  - Once you hit submit you will receive an appointment registration confirmation via e-mail
- **Step two: Fingerprint appointment**
  - Report to location at time of appointment and bring ID.
  - You will pay at the time of your appointment. No cash allowed
  - After your appointment, you will receive a receipt to complete the service
- **Step three: Obtain clearance**
  - You will receive results via e-mail.