



**EBENEZER**  
BIBLE FELLOWSHIP CHURCH

## Instructions for FBI Fingerprint Clearances for Child & Youth Workers

The FBI Fingerprint Clearance is required **only** for those who are paid employees OR those who have **not** been residents of PA for the past 10 consecutive years.

Appointments to be fingerprinted are not required, but **pre-registration** is required. Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. You should register as soon as possible, but you may not be able to get your fingerprints done right away because of Covid protocols. Identigo will walk you through the best way to proceed with that part of the process. For additional information, visit [www.identigo.com](http://www.identigo.com).

1. Pre-enroll and schedule a fingerprint appointment in the Commonwealth of Pennsylvania online at <https://uenroll.identigo.com/> or by phone: 844-321-2101.
2. Enter Service Code: 1KG756 (employee >=14 year contact with children)
3. Select "Schedule or Manage Appointment."
4. Enter "essential information" (name, date of birth, method of contact).
5. Enter "citizenship" (country & city of birth, country of citizenship)
6. Answer "personal questions" (alias, mailing address)
7. Click "yes" for "authorization code" (emailed to you by church admin). This authorization code will be entered on the website later in the scheduling process.
8. Enter "personal information" (height, weight, hair & eye color, preferred language, gender, race, ethnicity)
9. Choose your preference of personal identification from options. Make sure name matches your identification. You must bring this ID to your appointment.
10. Choose a location for your appointment.
11. For "payment," enter authorization code that was emailed to you by church admin.
12. Please submit a copy of your receipt to the church office as it is needed for reimbursement.
13. Once you receive your clearance in the mail, please submit it to the church office.