

Ebenezer Bible Fellowship Church

**INSTRUCTIONS
FBI Fingerprint Clearance
for Children & 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. For additional information, contact IDEMIA at 844-321-2101 or visit their website www.identogo.com.

1. Pre-enroll and schedule a fingerprint appointment in the Commonwealth of Pennsylvania online at <https://uenroll.identogo.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.
13. Once you receive your clearance in the mail, please submit it to the church office. Originals will be shredded unless otherwise requested.

Fingerprint Locations:

<https://www.identogo.com/locations>

The UPS Store #4803
1866 Leithsville Road
Hellertown PA 18055

**It is highly recommended that you make an appointment to have your fingerprints taken; if you go as a walk-in (especially on a Saturday), please be prepared to wait.*

Identification to Bring to Your Appointment:

http://dhs.pa.gov/cs/groups/webcontent/documents/document/c_267908.pdf

Driver's License issued by a State or outlying possession of the U.S.

- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate