DIOCESE OF HARRISBURG – OFFICE OF YOUTH PROTECTION
4800 Union Deposit Road • Harrisburg • Pennsylvania 17111-3710
(717) 657-4804 • FAX (717) 671-7021 • youthprotection@hbgdiocese.org •
www.hbgdiocese.org/safeyouth

PA SAFE IdentoGO
Pennsylvania
Digital Fingerprint Program

As of November 28, 2017, the Commonwealth of Pennsylvania changed to a new digital fingerprint program vendor - IDEMIA (MorphoTrust USA) - for Federal Bureau of Investigation (FBI) Criminal History Record Information (CHRI) background checks.

REGISTRATION

Applicants **must** complete pre-enrollment through IDEMIA (MorphoTrust USA) **IdentoGO** prior to being fingerprinted. Registration may be completed either online 7 days a week, 24 hours a day or by phone Monday – Friday 8:00am – 6:00pm EST.

1. *Access*: **https://uenroll.identogo.com/**
   or
   Call: **1-844-321-2101**

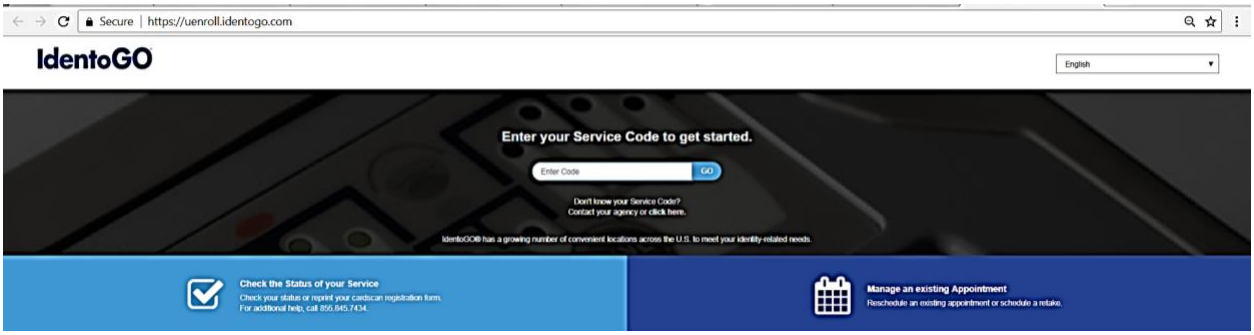
   IdentoGO State Agency Enrollment Center Locations and Hours:
   https://www.identogo.com/locations/pennsylvania

2. *Determine* applicable six-digit fingerprint **Service Code** to ensure fingerprints are processed for the correct agency/or applicant type.
   ***NOTE**: FBI fingerprinting completed for volunteer purposes **cannot** be used for employment purposes.*

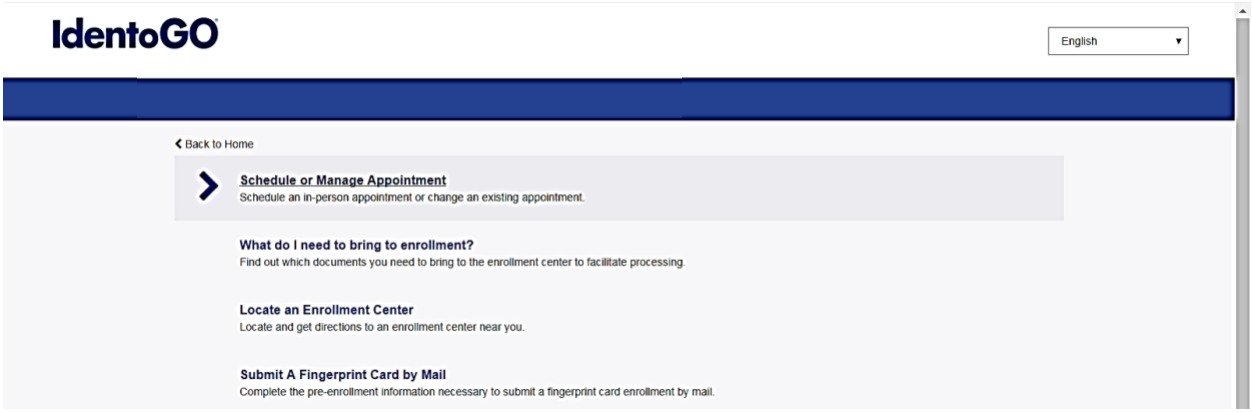
SERVICE CODE	APPLICANT TYPE	APPLICANT DESCRIPTION	DEPARTMENT	FEE
1KG6TR	Non-Public Schools	▪ Priests assigned to Catholic Schools ▪ Deacons assigned to Catholic Schools ▪ Those in Consecrated Life whose ministry is within Catholic Schools ▪ Adult and Minor (ages 14-17) Catholic School Employees – Principals, Educators, Support / Administrative Staff ▪ Catholic School Vendors	PA Department of Education	$26.20

1KG738	Child Care Services/Program Employee or Contractor	• Catholic Charities of Harrisburg Employees • Catholic Charities of Harrisburg Vendors	PA Department of Human Services	$26.20
1KG756	Employee >=14 Years Contact w/ Children	• Priests • Those in Consecrated Life whose ministry is within Parishes and have direct contact with children / vulnerable adults • Adult and Minor (ages 14-17) Parish / Other Diocesan Employees having direct contact with children / vulnerable adults • Adult and Minor (ages 14-17) Parish / Other Diocesan Employees who have <u>not</u> been continuous residents of Pennsylvania for the past ten (10) years • Parish Vendors having direct contact with children / vulnerable adults	PA Department of Human Services	$26.20
1KG6ZJ	DHS Volunteer	• Deacons • Seminarian Applicants • Permanent Deacon Candidates • Catholic Charities of Harrisburg Volunteers • Adult Parish Volunteers who have direct volunteer contact with children / vulnerable adults **and** have <u>not</u> been continuous residents of Pennsylvania for the past ten (10) years	PA Department of Human Services	$24.20

3. *Enter* **Service Code** and *Select* **Go**.



4. *Select* **Schedule or Manage Appointment**.

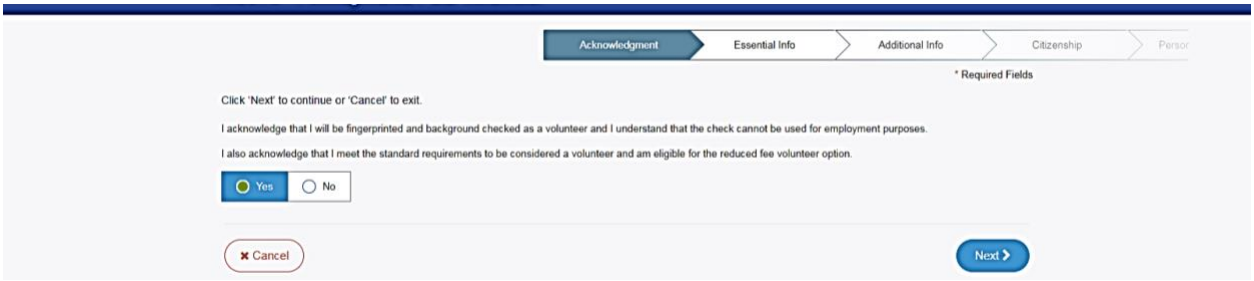


ACKNOWLEDGMENT

Only Applicable to Volunteer (1KG6ZJ) Applicants

5. *Select* **Yes** to acknowledge that fingerprinting and background check will be completed for volunteer purposes and the results **cannot** be used for employment purposes. By meeting the standard requirement as a volunteer, the applicant is eligible for a reduced fee.

6. *Select* **Next**.



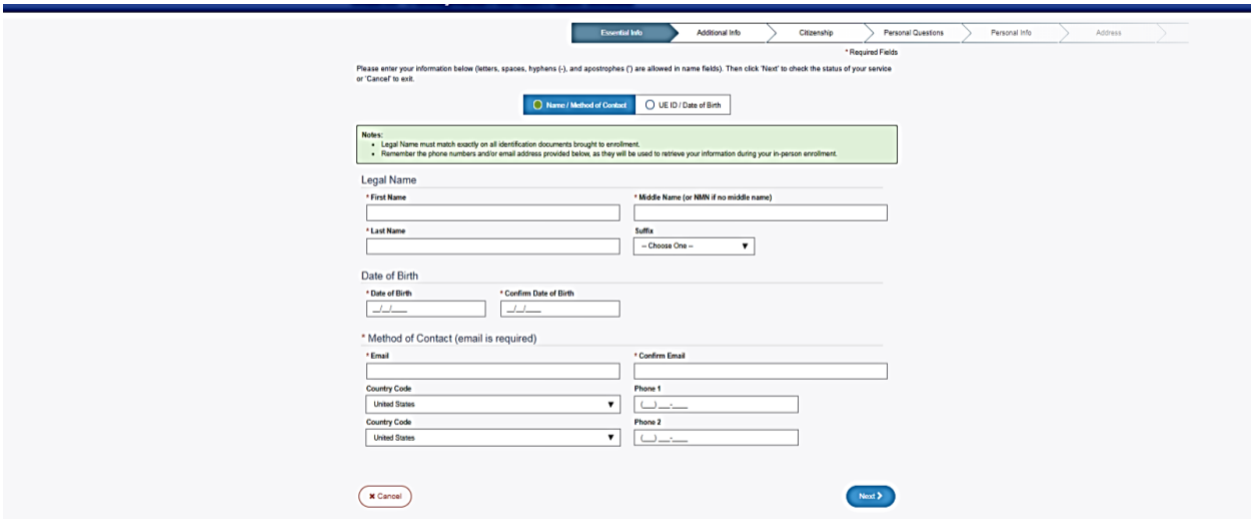
ESSENTIAL INFORMATION

7. *Select* **Name/Method of Contact**, located near the top of the page.



8. *Enter* **Essential Information** in required fields, as notated by the red asterisk.*

9. *Select* **Next**.

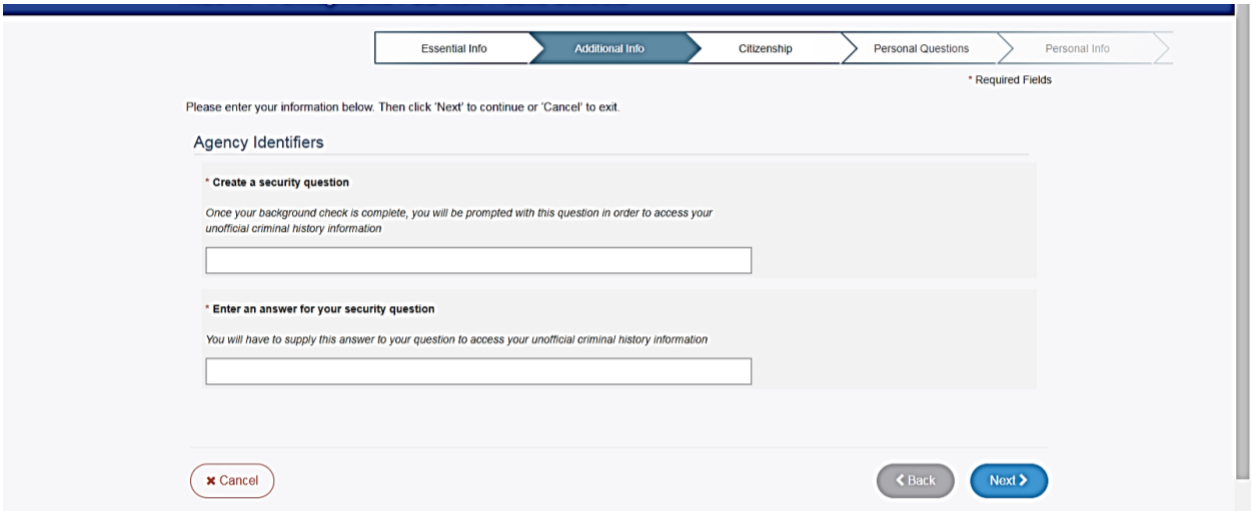


ADDITIONAL INFORMATION

10. *Create* a **Security Question** in order to access unofficial criminal history information.

11. *Enter* an **Answer to the Security Question** which was just created.

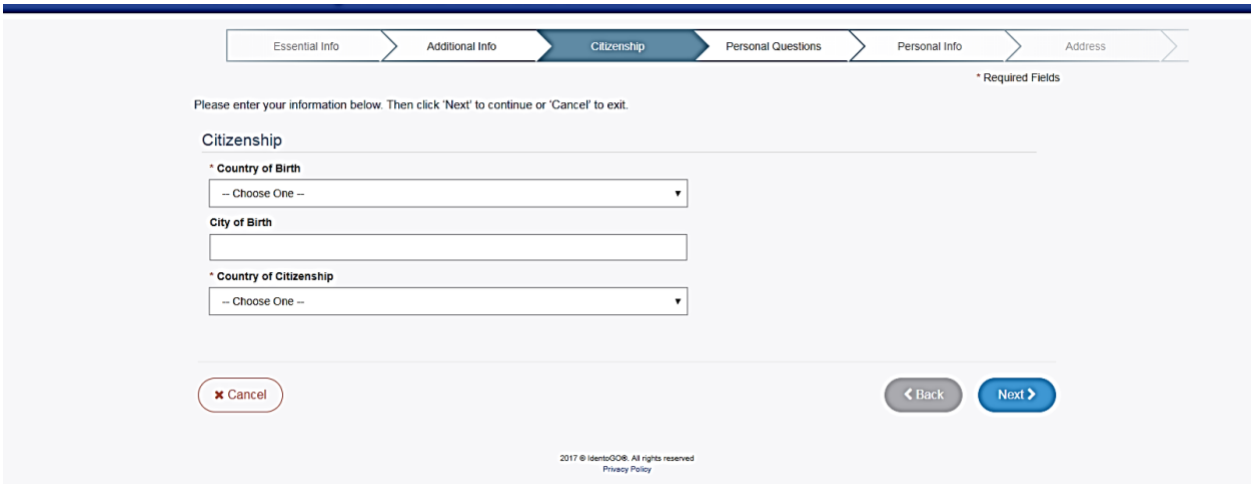
12. *Select* **Next**.



CITIZENSHIP

13. *Select/Enter* **Citizenship Information** in required fields, as notated by the red asterisk.*

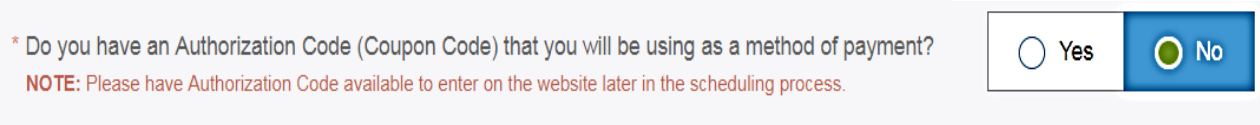
14. *Select* **Next**.



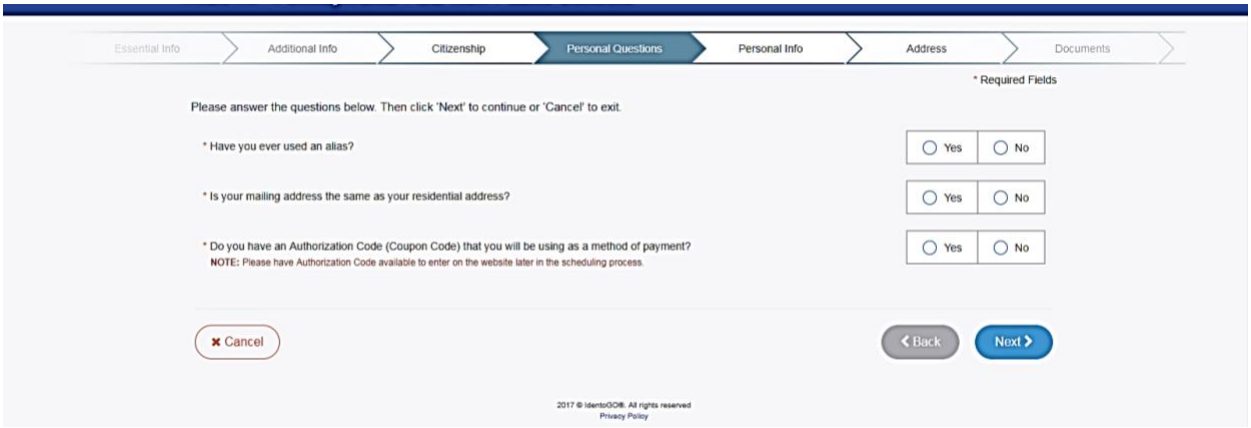
PERSONAL QUESTIONS

15. *Answer* **Personal Questions**, as notated by the red asterisk.*
    ***NOTE**: The Diocese of Harrisburg does **not** provide authorization codes as a form of payment – applicants must provide a method of payment for themselves.*

    Select **No** to the following question:



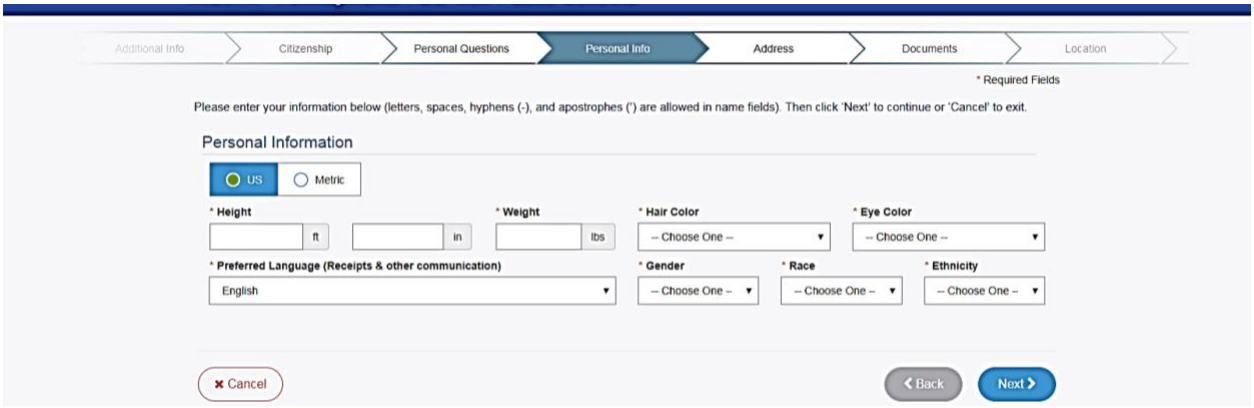
16. *Select* **Next**.



PERSONAL INFORMATION

17. *Enter/Select* **Personal Information** in required fields, as notated by the red asterisk.*

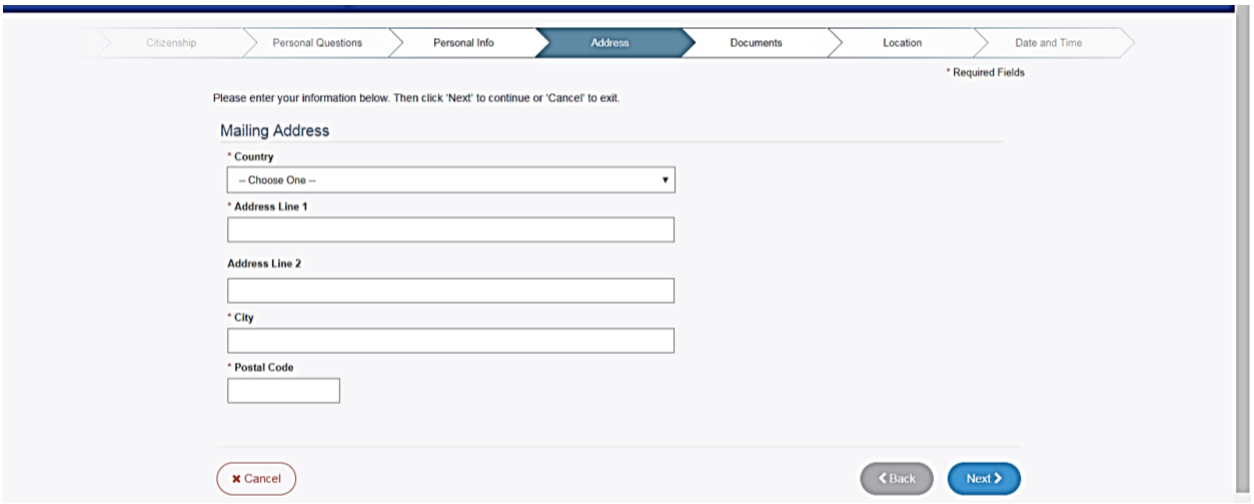
18. *Select* **Next**.



ADDRESS

19. *Enter/Select* **Mailing Address** and **Residential Address** in required fields, as notated by the red asterisk.*

20. *Select* **Next**.

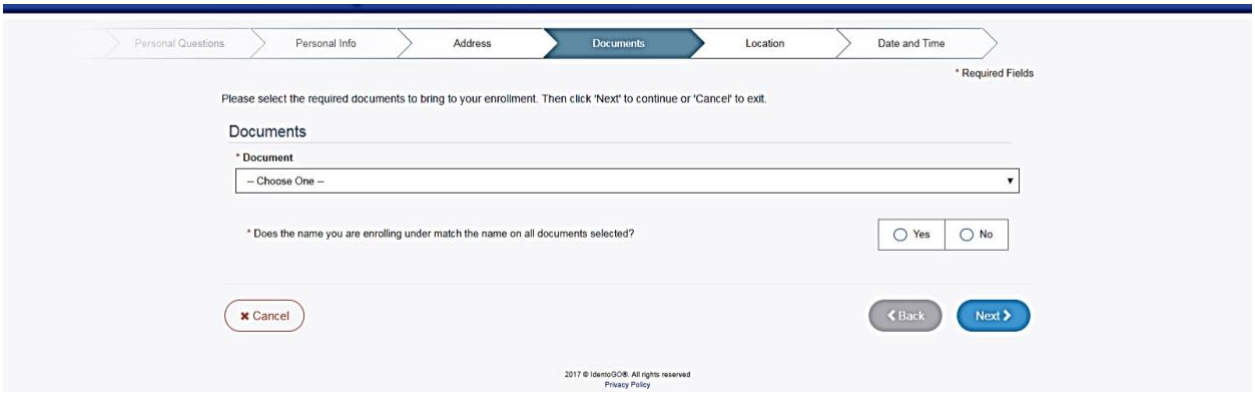


DOCUMENTS

21. *Select* **Identity Document** which the applicant will be required to provide during enrollment at the IDEMIA IdentoGO State Agency Enrollment Center.

22. *Answer* **Question regarding name which applicant is enrolling with matching with name on the document**, as notated by the red asterisk.*

23. *Select* **Next**.

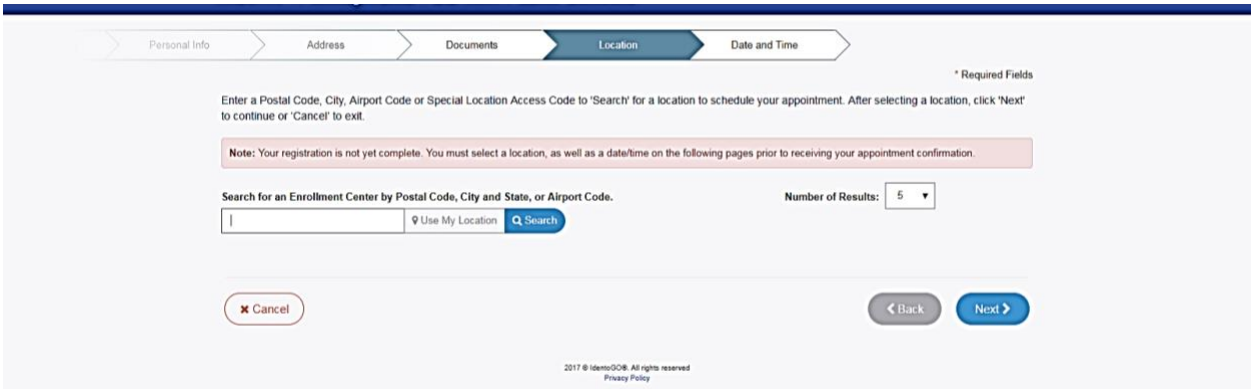


LOCATION

24. *Enter* **Postal Code, City, Airport Code** or **Speical Access Code** into search bar to schedule an appoinment or walk-in at the IDEMIA IdentoGO State Agency Center.

25. *Select* **Location** which is most accessible based on distance and operation of hours.

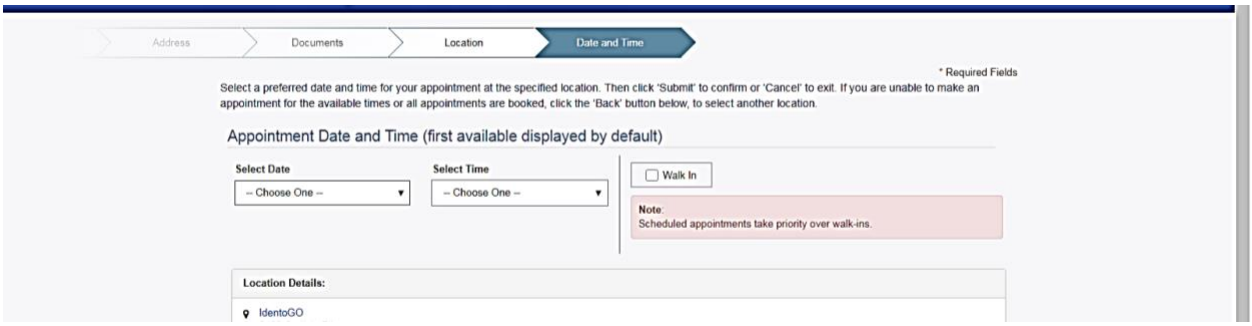
26. *Select* **Next**.



DATE AND TIME

27. *Select* **Date** and *Select* **Time** to schedule an appointment **or** *Select* **Walk In**.
***NOTE**: Scheduled appointments take priority over walk-ins.*

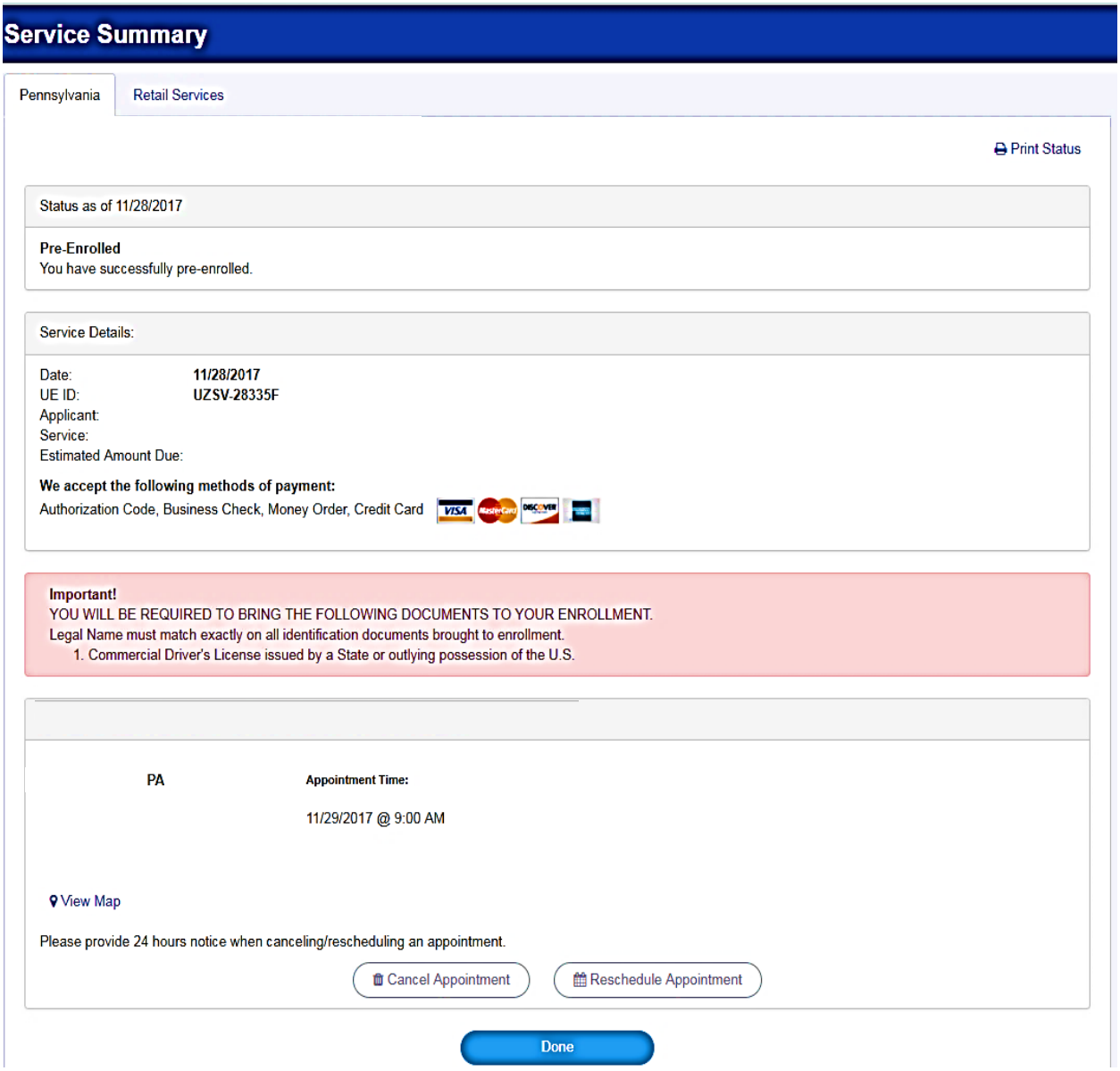
28. *Select* **Next**.



SERVICE SUMMARY

29. *Review* **Service Summary** confirmation to ensure appointment details are accurate.

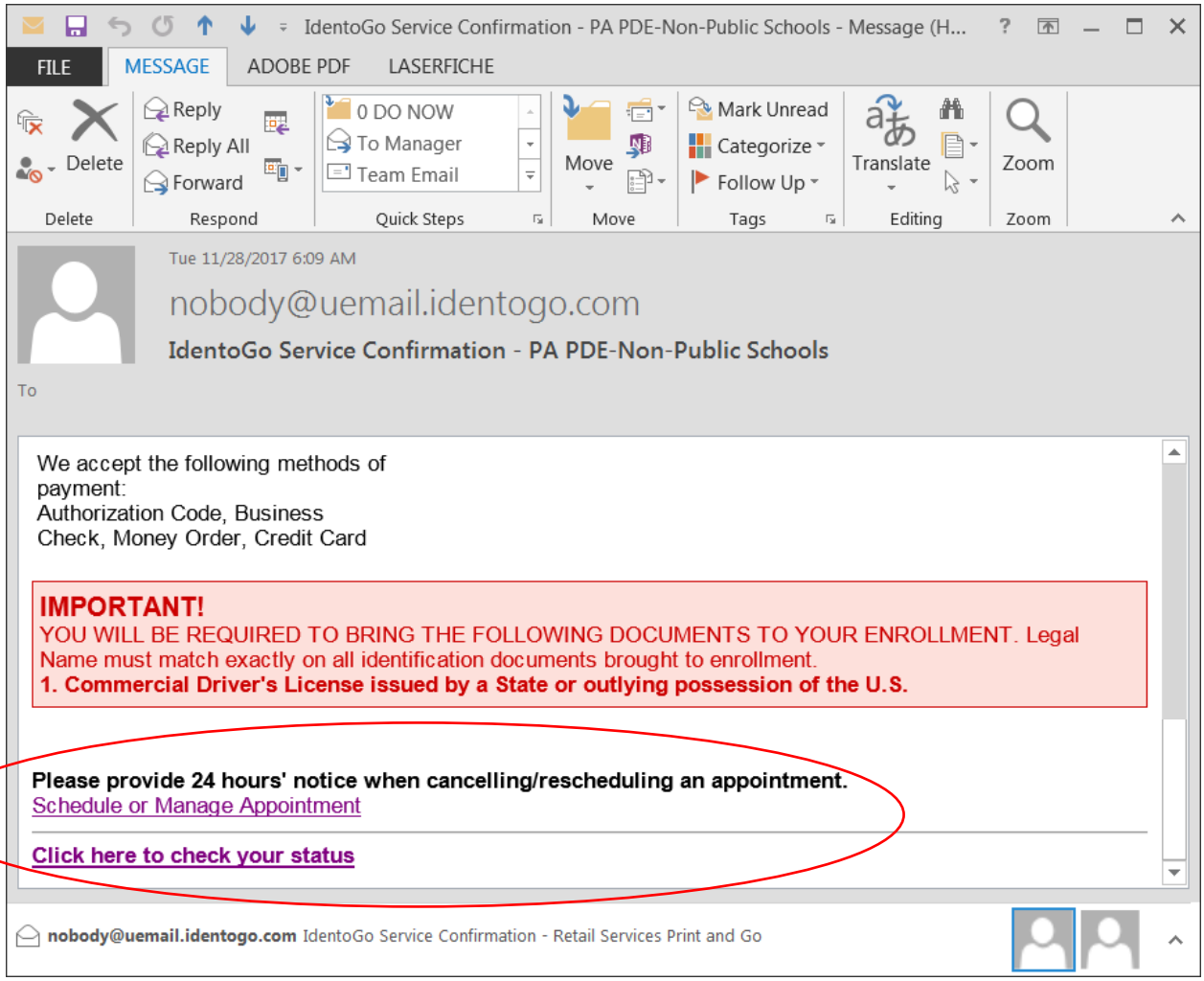
30. *Select* **Done** if information is accurate.

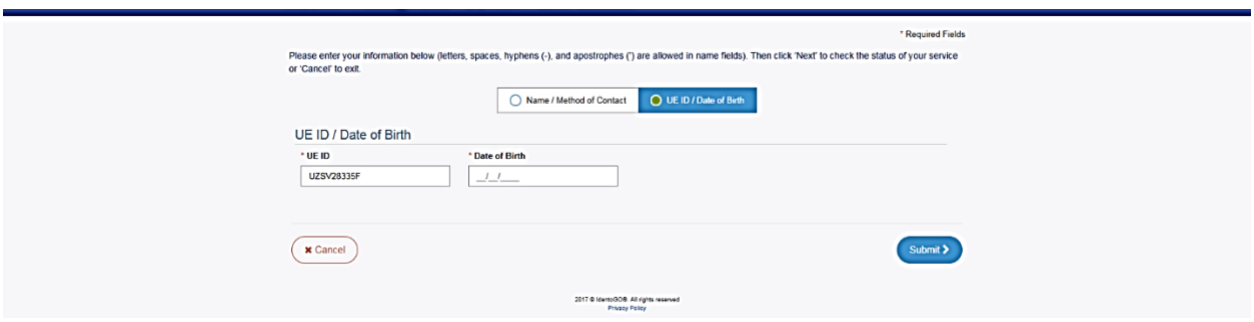


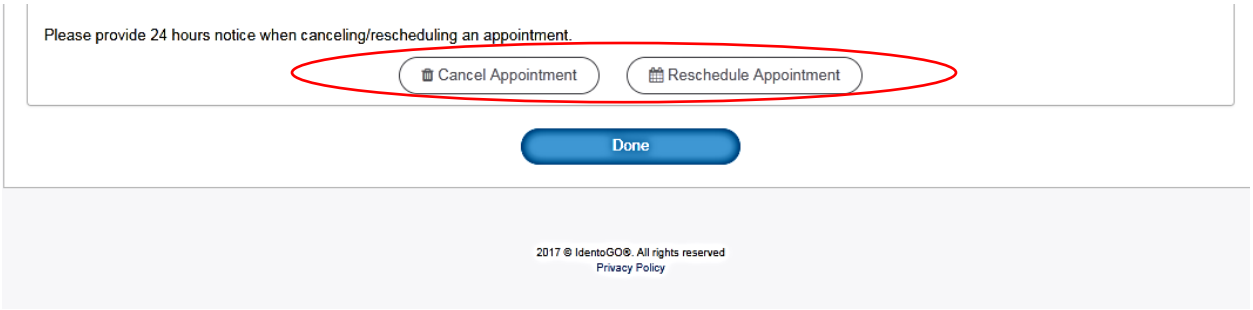
CANCELING/RESCHEDULING AN APPOINTMENT

Please provide the IDEMIA IdentoGO State Agency Enrollment Center site **24 hours notice** when canceling or rescheduling an appointment.

Applicants will receive a confirmation email from **nobody@uemail.identogo.com** which provides a link at the bottom of the email to **Schedule or Manage Appointment** by entering **Universal Enrollment ID (UE ID)** and **Date of Birth**. This will route the applicant back to the Service Summary where he/she can select either **Cancel Appointment** or **Reschedule Appointment** at the bottom of the confirmation.







METHOD OF PAYMENT

Payment can **only** be made at the IdentoGO State Agency Enrollment Center when the applicant goes to be fingerprinted – payment will **not** be accepted during registration.

Accepted Methods of Payment:
Credit Card (Visa, MasterCard, Discover, American Express), Money Order and Business Check

***NOTE**: Credit Cards must display the name of the applicant in order to be accepted for payment. The individual whose name is on the credit card must be present during the transaction.*

The Diocese of Harrisburg does **not** provide payment authorization codes as a form of payment – applicants must provide a method of payment for themselves.

DOCUMENTS – PHOTO IDENTIFICATION

Applicants **must** provide at least one of the following identification documents to the Enrollment Agent (EA) at the enrollment appointment. Applicants will **not** be processed if they cannot produce acceptable photo identification.

If the name which the applicant is enrolling under does not match the name on the identification document, additional identification documentation must be provided proving how the name which the applicant is enrolling under changed from the full legal name on the documents.

- 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

WHAT TO EXPECT AT THE ENROLLMENT CENTER APPOINTMENT

- Phones may not be permitted near the Live Scan fingerprinting equipment by Enrollment Agent (EA) staff.
- Photo identification documentation is scanned into the system and then verified by the EA.
- Applicant fingerprints will be captured electronically by rolling all ten (10) fingerprints across a glass plate.
- A photograph of the applicant may be taken by the EA.
- Method of payment will be scanned and compared to photo identification document.
- Applicant will receive a receipt with electronic signature payment authorization and Universal Enrollment (UE) ID.
- The entire fingerprint capture process will take about 10-15 minutes. It is highly advised that applicants schedule an appointment during pre-enrollment registration, as scheduled appointments take priority over walk-ins.

HOW TO ACCESS FBI CHRI RESULTS

PASafeCheck is the Live Scan system which IDEIMA will use to process applicant digital fingerprint background checks. Applicants must present their **Universal Enrollment ID (UE ID)** to the employer or volunteer organization. A receipt containing the UE ID will be emailed to the applicant after pre-registration as well as after fingerprinting has been completed at the IdentoGO State Agency Enrollment Center. This process allows applicants to provide multiple potential school employers/volunteer organizations with their UE ID, as the number is not assigned to a specific entity.

Applicants will receive an unofficial copy of their fingerprint results; however, the employer/volunteer organization is required to review the official FBI Fingerprint-based Criminal History Record Information (CHRI) and print a copy for record purposes if hired/volunteering.

Fingerprint results will now be maintained by IDEMIA for **five (5) years** from the date of the report, after which the report is then destroyed.

In cases where fingerprints cannot be obtained, IDEMIA will notify the applicant via email of the need to be re-fingerprinted at no cost. If the applicant's fingerprints are unable to be transmitted electronically by IDEMIA to the FBI a second time, a name check process will be instituted and the applicant will receive a letter within about 4-6 weeks containing the name check results which must be presented to the employer/volunteer organization.

RESOURCES

PA Department of Education
http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1

PA Department of Human Services
http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm