

PLEASE KEEP THESE INSTRUCTIONS FOR REFERENCE

DIOCESE OF ALLENTOWN Instructions to Obtain VOLUNTEER FBI Fingerprint Results

Go to the registration site: <https://uenroll.identogo.com/>

Enter your Service Code to get started

- School or parish volunteer – **1KG6Y3** for PDE Volunteer
 - Activities that are child-centered (PREP/CCD, CYO, Youth Groups and Choirs, Boy Scouts, etc.)
- Parish volunteer having minimal contact with children – **1KG6ZJ** for DHS Volunteer

Place Payment Code Label Here

(LSEC Use Only)

If you registered using the **PDE Volunteer Code** (first bullet above) the first screen to appear will be a volunteer acknowledgement screen. Select yes to verify your volunteer status.

During registration:

- You will be required to enter your personal information.
- Information marked with a red asterisk (*) is required.
- To receive a copy of your receipt by email, you must enter your email as your preferred form of contact. If you do not enter an email, no receipt will be sent to you.
- If using the code for **PDE Volunteer**, you will be asked to create a secret question. Please create a question-answer pair that is easy to remember but not common knowledge.

Record Your Secret Question Here

- You will be asked to enter your authorization/coupon/payment code (included on above label). The first 5 digits of the code should correspond to the service code that you used to start the registration process (in yellow above).
- Once you have finished entering your information, you can choose a fingerprint location by zip code. Select an appointment time and schedule your fingerprints.
- Walk-in appointments are available but may wait for hours for a turn.
- Print a copy of the receipt to take with you to fingerprinting AND for your records.
- You also may need your secret question during your appointment.

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Next Steps:

If you registered using a Service Code provided on the previous page, this is not acceptable for employment purposes. You may need to go for prints again later for a future position.

If you registered using the code for **School or Parish Volunteers in child-centered activities** (PDE Volunteer), you will need to take a copy of the receipt for your finished fingerprints to your Local Safe Environment Coordinator (LSEC) so that your official results can be accessed and an official memo can be prepared for your file to clear you to volunteer.

An unofficial copy of your results will be sent to your home unless you've registered with an email address as your preferred contact. If this is the case, your unofficial letter is available only through a one-time use login into the system. **Do NOT login with your phone** because the system doesn't allow letters pulled via mobile devices but it does count as your single login. Only use the link provided by IdentoGo when you are on a computer and have the ability to save and print it. Please keep this copy (either from email or regular mail) for your records.

If you registered using the code for a **Parish Volunteer having minimal contact with children** (DHS Volunteer), your official results will be sent to your mailing address. You will need to present the original copy of your result, including attached rap sheets, to your Supervisor or Local Safe Environment Coordinator (LSEC). If results are presented without attached rap sheets, an employee/volunteer will be considered ineligible due to the Diocese's inability to eliminate certain crimes that would prohibit employment/volunteering within the Diocese. If the Diocese provided payment for the fingerprints, they will retain the original copy of the fingerprint result; otherwise a copy of the result will be made for your file.

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