

UPDATED INSTRUCTIONS FOR FBI CLEARANCES

Thank you for your patience. The new FBI Clearance process is up and running on Identogo.com. A Service Code is needed to sign up. There is a Service Code for Employees and a different Service Code for Volunteers.

INSTRUCTIONS/SERVICE CODE FOR CLERGY and EMPLOYEES:

FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

1. Go to <https://uenroll.identogo.com>.
2. Enter Service Code: **1KG756**
3. Click "Schedule or Manage Appointment"
4. Continue to fill out each page of information. This will step you through the process of signing up for an appointment at a center of your choice in your region. The closest location to First Church is 280 Kane St., South Williamsport.
5. Estimated amount due is \$26.20. ***Please bring your receipt to the church office for reimbursement.***
6. Call the Helpdesk at 844-321-2124 if assistance is needed.

INSTRUCTIONS/SERVICE CODE FOR VOLUNTEERS:

FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

1. Go to <https://uenroll.identogo.com>.
2. Enter Service Code: **1KG6ZJ**
3. Click "Schedule or Manage Appointment"
4. Continue to fill out each page of information. This will step you through the process of signing up for an appointment at a center of your choice in your region. The closest location to First Church is 280 Kane St., South Williamsport.
5. Estimated amount due is \$24.10. ***Please bring your receipt to the church office for reimbursement.***
6. Call the Helpdesk at 844-321-2124 if assistance is needed.