

OBTAINING YOUR FBI CLEARANCE

1. Go to <https://uenroll.identogo.com/>
2. Enter Service Code **1KG756** and select **next**
3. Select **Manage or Schedule Appointment**
this will pull up a new page where you will begin entering information

On the **Essential Info** page

- select **Name/Method of Contact**
- enter all requested information

On the **Citizenship** page: enter all requested information

On the **Personal Questions** page: enter all requested information
*when asked if you will be using a **Coupon Code** select **YES- ask Mary for this code if you did not receive one.***

On the **Personal Info** page: enter all requested information

On the **Documents** page: select the form of identification you will use during fingerprinting

On the **Location** page

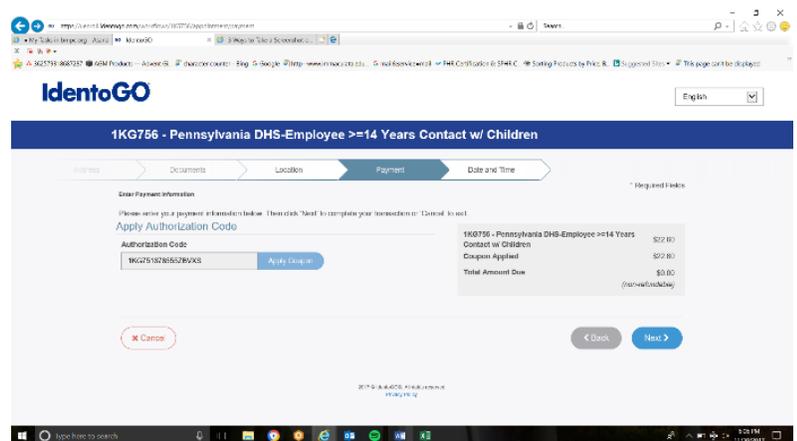
- Enter the zip code 19041
- Select the Haverford Location
record the location that you've selected
- Select **"next"** on that location drop down box

On the **Payment** page:

- enter the coupon code sent with this document
- select **"apply"** to bring the "total amount due" to zero
- select **"next"**

On the **Date & Time** page:

- Schedule your date and time for fingerprint



4. Go to your selected location at selected time and have your fingerprinting completed.

5. **You will receive FBI Clearance Results via email, OR at your home address within 3 weeks.** When results are received via email, you may **forward the original attachment to MaryRichards@bmpc.org.** If results are received via mail, **the original document must be dropped off directly to Mary Richards or mailed to BMPC at the address below:**

Mary Richards
Bryn Mawr Presbyterian Church
625 Montgomery Avenue
Bryn Mawr, PA 19010

Email attachment results will look like this:



Name
Address

SSN: XXX-XX-
TCN: [REDACTED]

Your background check has been processed in accordance with the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the determination made by the Pennsylvania Department of Human Services as of 05/17/2024**

- ELIGIBLE:** You are permitted to work or volunteer with children.
 INELIGIBLE: You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your result from five years following receipt of verification by making a written request to the address listed below.

Respectfully,
Clearance Verification Unit

Office of Children, Youth and Families
ChildLine and Abuse Registry | ChildLine Clearance Verification Unit
P.O. Box 8053 | Harrisburg, PA 17105-8053 | 1.877.371.5422 | F 717.772.6533 | www.dhs.pa.gov