



Instructions for FBI Fingerprint Criminal Background Check

To apply for an FBI Criminal History Check, you must register online and then submit fingerprints at an approved fingerprinting site.

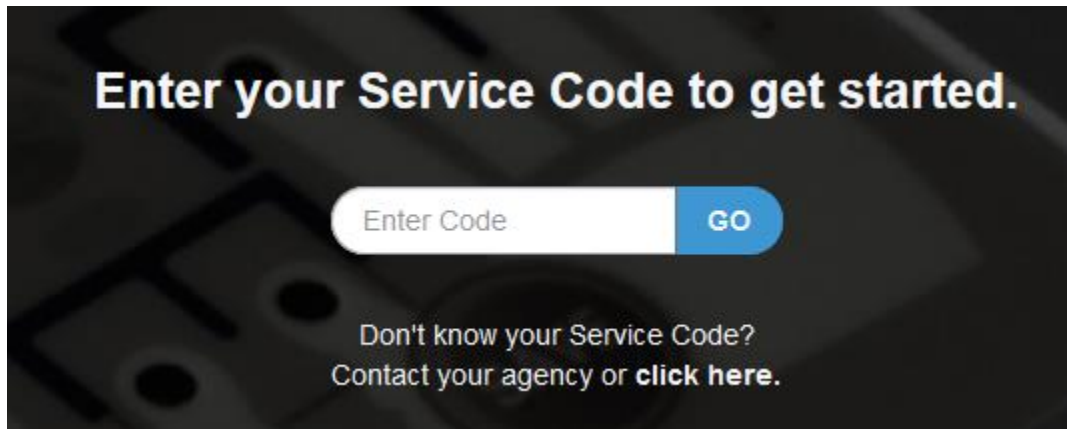
Clearance results will be sent via U.S. mail to the address you use during the online registration process. This should occur within 3 weeks. When you receive the results, you must bring them to the Office of Human Resources so that we can make a copy. **Duquesne University does not receive fingerprint results – they are sent directly to you.**

Applicants must complete the following steps:

- 1. Register online for fingerprinting.*
- 2. Go to an approved fingerprinting site for print collection.*
- 3. Pay for fingerprinting and obtain a receipt.*
- 4. Submit receipt to HR for reimbursement.*
- 5. Receive fingerprint results in mail and provide to HR.*

Detailed Instructions Are Below.

1. Go to <https://uenroll.identogo.com/>
2. For Service Code, Enter '1KG756' click 'Go'.



3. Click 'Schedule or Manage Appointment'

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

[← Back to Home](#)

Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Provide your legal name, date of birth, and method of contact. You must enter 'NMN' if you do not have a middle name. Click "Next" when complete.

IdentoGO English ▾

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

Essential Info → Citizenship → Personal Questions → Per

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

* Date of Birth

* Confirm Date of Birth

* Method of Contact (at least one method is required)

Email <input type="text"/>	Confirm Email <input type="text"/>
Country Code United States ▼	Phone 1 () _-__
Country Code United States ▼	Phone 2 () _-__
* Preferred Method of Contact Email ▼	

✕ Cancel

Next >

5. Provide employer information as shown below and click "Next" when complete.

* Required Fields

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name Duquesne University	
Country United States ▼	
Address Line 1 600 Forbes Avenue	
Address Line 2 <input type="text"/>	
City Pittsburgh	
State/Province Pennsylvania ▼	Postal Code 15282

✕ Cancel

< Back

Next >

6. Provide citizenship information and click "Next" when complete.



English ▾

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* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* Country of Citizenship

✕ Cancel

< Back

Next >

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7. Provide answers to the questions listed. Duquesne **cannot** provide coupon codes at this time.

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Essential Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process. Yes No

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8. Provide the requested information.

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Citizenship > Personal Questions > **Personal Info** > Address > Documents > Location

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height: ft in * Weight: lbs

* Hair Color: -- Choose One -- * Eye Color: -- Choose One --

* Preferred Language (Receipts & other communication): English

* Gender: -- Choose One -- * Race: -- Choose One -- * Ethnicity: -- Choose One --

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9. For Mailing Address, **make sure you enter the mailing address where you would like your results to be sent.** If your home or permanent address is different from your mailing address, you can provide this information in the additional field.

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Personal Questions > Personal Info > **Address** > Documents > Location > Date

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

10. **Confirm** which photo ID document you will bring with you to the fingerprint appointment. **You must bring this document with you when you go to have your fingerprint collection.**

IdentoGO English

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Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

* Does the name you are enrolling under match the name on all documents selected?

Yes No

11. Choose the fingerprint site where you will have your fingerprints taken. You can identify the sites closest to Duquesne by searching for '15219'.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

15219

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	322 N Shore Dr	1 appointments available	1.12 mi
▼ Pittsburgh, PA	1699 Washington Rd	0 appointments available	7.77 mi
<p> IdentoGO 1699 Washington Rd Ste 102 Pittsburgh, PA 15228-1629</p>		<p>Hours: Monday - Friday: 09:30 AM - 03:00 PM</p>	<input type="button" value="Next >"/>
> Pittsburgh, PA	8158 Perry Hwy	38 appointments available	8.13 mi
> Monroeville, PA	2700 Monroeville Blvd	0 appointments available	10.61 mi
> Cheswick, PA	801 Freeport Rd	100 appointments available	10.75 mi

12. Select a date and time for a specific appointment; click submit when done.



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Location Date and Time

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date Select Time

-- Choose One -- -- Choose One --

Location Details:

IdentoGO
322 N Shore Dr
Bldg 1B Ste 200
Pittsburgh, PA 15212-5870

✕ Cancel < Back Submit >

13. The next page is the confirmation screen. This page will confirm your unique registration ID, the estimated amount due and the methods of payment accepted at the location of your choice. Please bring this information with you to your fingerprint appointment.

Service Summary

Pennsylvania

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children [Print Status](#)


Status as of 12/18/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 12/18/2017
UE ID: UZSV-28BZR8
Service: 1KG756 - DHS-Employee >=14 Years Contact w/ Children
Estimated Amount Due: \$22.60

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card



Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children Appointment Details:

Pittsburgh, PA Appointment Time:
01/09/2018 @ 2:00 PM

IdentoGO
322 N Shore Dr
Bldg 1B Ste 200 Pittsburgh, PA
15212-5870
[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#) [Reschedule Appointment](#)

[Done](#)

14. Go to the location you selected for your appointment. When complete, you will be given a receipt. **This ORIGINAL RECEIPT must be provided to the Human Resources office for our records and so that we can provide reimbursement to you.**

15. You will receive the background check result in the mail. It will appear similar to the image below. When you receive the result, **you must bring the original document to Human Resources so that we can make a copy for your records.**



pennsylvania
DEPARTMENT OF HUMAN SERVICES

SSN: [REDACTED]
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 01/09/2018.

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from five years following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Christina Phillips, Bureau Director
Bureau of Policy, Programs and Operations

Questions? Contact 412-396-2255