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’.

Enter your Service Code to get started.

Don’t know your Service Code?
Contact your agency or click here.
3. Click ‘Schedule or Manage Appointment’

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

Employer Information

- Employer Name: Duquesne University
- Country: United States
- Address Line 1: 600 Forbes Avenue
- City: Pittsburgh
- State/Province: Pennsylvania
- Postal Code: 15282

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.
6. Provide citizenship information and click “Next” when complete.
7. Provide answers to the questions listed. Duquesne cannot provide coupon codes at this time.

8. Provide the requested information.
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.

![Mailing Address Form](image1)

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.**

![Documents Form](image2)
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.
12. Select a date and time for a specific appointment; click submit when done.
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.

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.**
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 83). The following is the result of your federal criminal history background check as of 01/02/2019.

☐ 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