**Obtain & Upload FBI Fingerprint Confirmation**

FAQ’s for employees can be found [here](https://www.identogo.com/uploads/general/FAQs_02_12_18_dw.pdf)

Fingerprint Locations can be found at <http://www.identogo.com/locations>

**INSTRUCTIONS FOR EMPLOYEES:**

* To pre-register and schedule an appointment to get fingerprints, visit <https://uenroll.identogo.com/> Enter the code given given from previous communications and click Go.
* The screen will prompt you to provide details about you, your citizenship, and some personal information/questions; all of which are required to be fingerprinted.
* Once you are pre-registered, you will need to travel to an IdentoGo site and have your fingerprints scanned. iGO claims appointments only take 10 minutes.
* After having your fingerprints scanned at an IdentoGo site, you will receive the FBI Fingerprint Clearance in the mail at your home address in approximately 14 days. Once you receive it via email or mail, upload the copy to your PMBC account.
* **Minors requiring FBI Digital Fingerprinting**
	+ If a minor applicant does not have acceptable identification at the time of the fingerprinting appointment they must present:- [The Pennsylvania Photo ID Waiver for Minors](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf) **AND** One of the listed identification documents for the minor (listed in the [waiver](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf)), which includes:
		- *Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.*
		- *Original or certified copy of a U.S Department of State Certification of  Birth Abroad issued to U.S citizens born abroad (Form FS‐240, DS‐1350, or FS‐545).*
		- *Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.*
		- *Social Security Card (actual card).*