Pennsylvania Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Pennsylvania or physically unable to visit an IdentoGo location in Pennsylvania. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. Applicants will need to locate the nearest law enforcement authority or other fingerprinting service that provides hard card prints that they can take with them when complete. To do this, call your local police non-emergency number and inquire. You may need to make and appointment to be printed. It is important the FD-258 Form be used be used. Save your receipt for the charges in order to be reimbursed.

2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.

3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

4. You will receive an email confirmation with "Subject: IdentoGo Service Confirmation - PA DHS- Employee >=14 Years Contact w/ Children" in the subject line. Please bring this with you as proof of completing the process.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.
Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit [http://uenroll.identogo.com](http://uenroll.identogo.com) and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the GO button. The code for Pennsylvania Department of Human Services is 1KG756 - employee >= 14 years with contact with children.

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled “Don’t know your Service Code? Click Here” to select from a list of agency names or use the agency ORI or contact your agency for assistance.

Please note: Not all agency ORI’s may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.
5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.