



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 an 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> 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.

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

- State History Check**
Request a copy of your criminal history record from a participating State.
- Fingerprint Cards**
Collect your fingerprint images for a fingerprint card (FD-258).
- Photo Services**
Two professional 2x2 photos for passport and visa documents.

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.

Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?
Contact your agency or **click here.**

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.

- The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

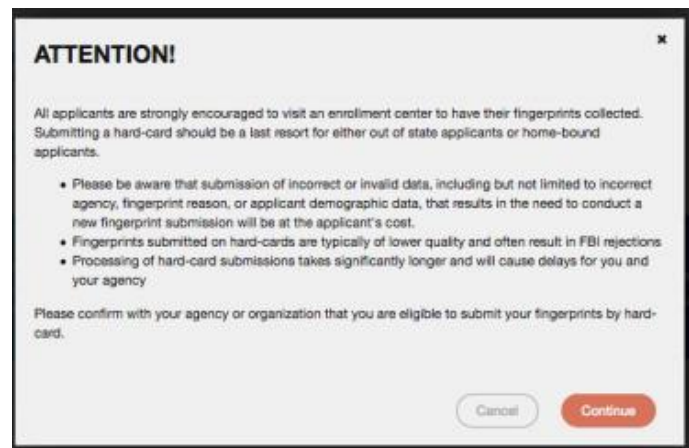
Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

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.

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.



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

Apply Authorization Code

Authorization Code

Pay With Credit Card


We Accept:

* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

- 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.

1 (of 4) - REVIEW INFORMATION :

| | | |
|----------------------------|----------------------------------|---|
| Date: | MM/DD/YYYY |  |
| UE ID: | UE ID Sample | |
| Applicant: | Sample Applicant | |
| Service: | Service Code – Service Code Name | |
| Total Due: | \$0.00 | UE ID Sample |
| Payments: | Total Charged to Credit Card | |
| Card (1111) | | |
| Auth Number: | Credit Card Authorization Number | |
| Amount Paid as of MM/DD/YY | Amount Paid | |

2 (of 4) - SIGN AUTHORIZATION:

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize both the Pennsylvania State Police (PSP) and/or MorphoTrust LLC to access Pennsylvania and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Authorized Entity with which I am seeking to be or already am employed by or to serve as a volunteer, as authorized by an applicable state or federal statute or policy. I authorize PSP and/or MorphoTrust LLC to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the PSP and/or MorphoTrust LLC during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal, and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Authorized Entity. I also understand the Authorized Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

X _____

Signature _____ Date _____

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

Print Applicant Name (Last, First, Middle) _____ Applicant Date of Birth (MM/DD/YYYY)

Phone Number _____ Email or Phone 2 _____

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

- This printed and signed document.
- Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

IDENTOGO
 CARDS CAN DEPARTMENT
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