FBI CLEARANCE APPLICATION INSTRUCTIONS (Act 114)

Please note it can take 7 or more days to get an appointment for your fingerprinting, so schedule your appointment as soon as possible.

- To register to get fingerprinted for your Federal (FBI) Criminal report, go to **https://uenroll.identogo.com/**
- Enter the following **Service Code** and then press **Go** to get started: **1KG756**
- Click on **Schedule or Manage Appointment**
- Complete all required fields on the **Essential Info** page and select **Next**
- Create a **Security Question and Answer**, then click **Next**. You will need to enter this information later in order to access your Eligibility Letter (FBI Clearance) when it is ready, **so make sure it is something that you will remember**. You will not be able to reset this question after it has been submitted.
- Enter all required fields on the **Citizenship** page and click **Next**
- On the **Personal Questions** page, check **YES** to the question asking if you have an **Authorization Code (Coupon Code)**
- Enter all required fields on the **Personal Information** page and click **Next**
- Enter all required fields on the **Mailing Address** page and click **Next**
- Choose the document that you will bring to your fingerprinting appointment to establish your identity and click **Next**. **It is very important to take the document that you have selected during your online registration to your fingerprinting appointment.**
- On the **Location** page, you will search for locations to complete your fingerprinting. After conducting your search, click on the location you would prefer and then click **Next**.
  - For your reference, we have included a list of the closest locations on the 2nd page of this document. If one of these locations does not appear in your initial search, you should enter the zip code of the location you are looking for into the search bar.
- **Enter the Authorization Payment Code that was sent to you via email,** click **Apply Coupon**, and then click **Next**
- Select your appointment date and time, then click **Submit**, then click **Done**.

Please take IdentoGO's Customer Support phone number with you to your appointment (**844-321-2101**). If you experience any issues with getting fingerprinting during your appointment, call that number while you are still at the fingerprinting location and they will assist you.

You will receive a receipt when you get fingerprinted. Please submit this receipt to EmploymentForms@CranberryTownship.org immediately after your appointment. You will not be permitted to work until your receipt is submitted.

PLEASE REFER TO PAGE TWO FOR INSTRUCTIONS ON WHAT TO DO AFTER GETTING FINGERPRINTED. PAGE TWO ALSO INCLUDES A LIST OF FINGERPRINTING LOCATIONS.

AFTER YOUR FINGERPRINTING HAS BEEN COMPLETED:

You will receive an email from **status@dev.pasafecheck.identogo.com** with the Subject of **"DHS- OCYF Applicant Letter Ready"** as soon as your Eligibility Letter (FBI Clearance) has been processed. This email will give you a link to a site where you can access and download the clearance. Please note that you will are only able to access your clearance **ONE TIME** through this link.

- You will need enter the **Security Question** and **Answer** that you created previously when you click on this link in order to access the clearance.
- **Please download and print your Eligibility Letter and bring it with you to your New Hire Induction.** If you have not received your Eligibility Letter prior to your new hire induction appointment, you can submit it to Human Resources via email to **EmploymentForms@CranberryTownship.org** as soon as you receive it.
- If you have difficulties with downloading the electronic copy of your clearance, you should receive a hard copy of the clearance in the mail within a couple of weeks from your fingerprinting appointment. You can turn that in when you receive it.

Fingerprinting Locations Closest to Cranberry (*Hours & locations are subject to change*):

AAA Rochester Insurance and Member Services
300 Adams Street
Rochester, PA 15074
Phone: 724-775-8000
Hours: Monday – Friday: 9:00 AM – 12:00 PM & 1:00 PM – 5:00 PM

AAA
4790 McKnight Road
Pittsburgh, PA 15237
Phone: 412-367-7600
Hours: Monday – Friday: 9:00 AM – 1:00 PM & 2:00 PM – 6:00 PM

The UPS Store
4885 McKnight Road
Pittsburgh, PA 15237
Phone: 412-369-9200
Hours: Monday – Friday: 10:00 AM – 4:30 PM

Beaver County YMCA
2236 3rd Avenue, New Brighton, PA 15066
Phone: 724-891-8439
Hours: Monday – Friday: 8:00 AM – 5:00 PM

Franklin Center of Beaver County
524 Franklin Avenue, Aliquippa, PA 15001
Phone: 724-378-2882
Hours: Tuesday & Thursday: 9:30 AM – 2:30 PM

Please note the following fingerprinting site may be listed on Identogo's Website, but THIS LOCATION HAS BEEN CLOSED FOR FINGERPRINTING: 3000 STONEWOOD DRIVE, WEXFORD, PA. You will need to select a different location.