

## How to Schedule Your FBI Fingerprint Appointment

1. Go to <https://uenroll.identogo.com> to get started



Fingerprint Service Code Form

PA Department of Human Services – OCYF Use Only

Service Name: DHS Volunteer

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

1KG6ZJ

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card

2. Enter the Service Code in the box provided
  - a. **NOTE: If you are in a paid position at a club, CTA, NJTL, etc., Enter the code 1KG756. If you are doing this strictly as a volunteer, use the code 1KG6ZJ.**
3. Click 'Schedule or Manage an Appointment'
4. Fill out the Essential Info and click 'Next'
5. Fill out the Employer Info and click 'Next'. Under Employer Name, put USTA Middle States *only if you are filling it out as a volunteer*, or your place of employment if filling it out as an employee. Below is the info for USTA Middle States if filling it out as a volunteer:  
Country: United States  
Address 1: 1288 Valley Forge Road  
City: Phoenixville  
State: Pennsylvania  
Postal Code: 19460
6. Fill out the Citizenship info and click 'Next'
7. Fill out the Personal Questions info and click 'Next' \*\* Please click 'No' when asked if you have an Authorization Code\*\*
8. Fill out the Personal Info page and click 'Next'
9. Fill out the Address page with your mailing address and click 'Next'
10. Click the drop-down menu and choose a form of documentation to bring with you to your appointment and click 'Next' **\*\*DON'T FORGET TO BRING THIS WITH YOU TO YOUR APPOINTMENT\*\***
11. Choose an enrollment center where you would like to get your fingerprint done at. Once you click on a location, click 'Next'

12. Select a date and time you wish to have your appointment and click 'Submit'. Note: You can also choose a walk-in appointment, but you may be subject to a longer wait time
13. You have been successfully pre-enrolled! Please print out your pre enrollment sheet for your records. Make sure to arrive a few minutes early to your appointment and bring the appropriate documentation you stated earlier in the form.