



### **FBI FINGERPRINT INSTRUCTIONS**

University of Pennsylvania –2023 - 2024 For Services Code:

Start Here: Go to this site <u>http://uenroll.identogo.com</u>





#### FBI Instructions – Division of Student Engagement 2023

#### What you need to know

- These instructions will show you how to pre-register for a fingerprinting appointment
- After your fingerprinting, the FBI document will be emailed to you, within 48hrs
- The email containing the document is titled: <u>DHS-OCYF</u> <u>Applicant Letter Ready</u>
- When you receive this email do not open the email until you are able to download and save the file
- You have only one time access to download this file and the email link is live for 48hrs
- You will set a security question to access the file remember your answer
- Please email a digital copy to <u>FBI\_Cri.8ii5pzlyhxhdzqwq@u.box.com</u>

# Human Resources

#### Start here

- 1. Enter a fresh browser: http://uenroll.identogo.com
- 2. Service Code: 1KG756



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#### **Click- Schedule or Manage Appointment**

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#### Enter personal info

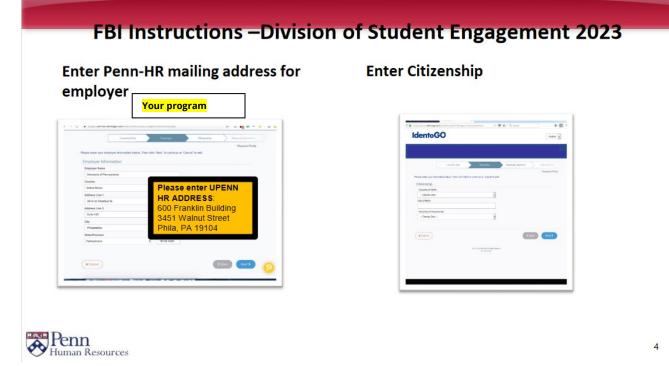


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You will also receive a hard copy, please mail to your home not an office building

#### Select your government ID

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Your program

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- Your actual ID must be present at time or ingerprinting service
- Your ID must be valid (<u>not expired</u>)
- If you are on an F1 Visa, select the option <u>Legal Alien</u> bring your foreign passport with visa to your appointment



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## **Don't Forget These Final Steps**

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- You have only one time access to download this file and the email link is live for 48hrs
- Please email a digital copy to <u>FBI\_Cri.8ii5pzlyhxhdzqwq@u.box.com</u>
- If you have questions, or did not receive a <u>DHS-OCYF</u> <u>Applicant Letter Ready</u> email, please reach out to our office – <u>backgroundchecks@hr.upenn.edu</u>



21



8