



Division of Human Resources



FBI FINGERPRINT INSTRUCTIONS

University of Pennsylvania –2023 - 2024
For Services Code:

Start Here:

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



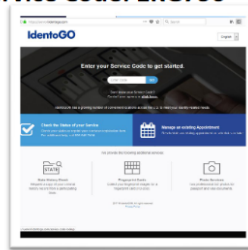
FBI Instructions – Division of Student Engagement 2023

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: **DHS-OCYF Applicant Letter Ready**
- 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 FBI_Cri.8ii5pzlyhxdzqwq@u.box.com

Start here

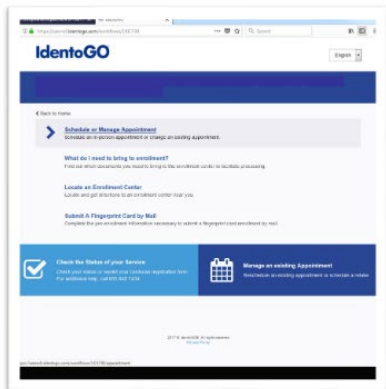
1. Enter a fresh browser:
<http://uenroll.identogo.com>
2. Service Code: 1KG756



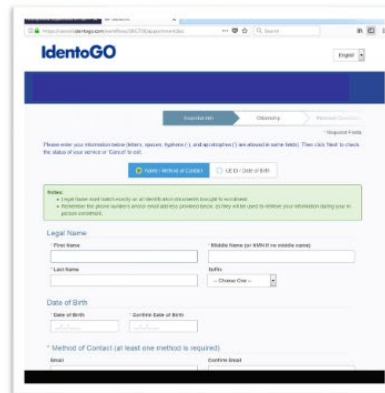
2

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Click- Schedule or Manage Appointment



Enter personal info



3



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Enter Penn-HR mailing address for employer

Your program

Enter Citizenship

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Click **YES** – please use the Authorization Code assigned to you by [REDACTED]

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

Your program

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

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This must be completed in PA – enter the PA zip code that is most convenient for you

Enter your Authorization Code from [redacted]

Select whatever time works well for you



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Don't Forget These Final Steps

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- Please email a digital copy to FBI_Cri.8ii5pzlyhxhdzqwg@u.box.com
- If you have questions, or did not receive a DHS-OCYF Applicant Letter Ready email, please reach out to our office – backgroundchecks@hr.upenn.edu