**FBI Fingerprints**

***This process takes time. Results can take weeks to be returned. Please plan accordingly.***

Appointments to be fingerprinted are not required, but **pre‐registration** is required. Once registered, you may walk‐in during a location’s posted hours of operation, but scheduling an appointment may lead to lesser/no wait times.

**Please pre-register at** <https://www.identogo.com/>

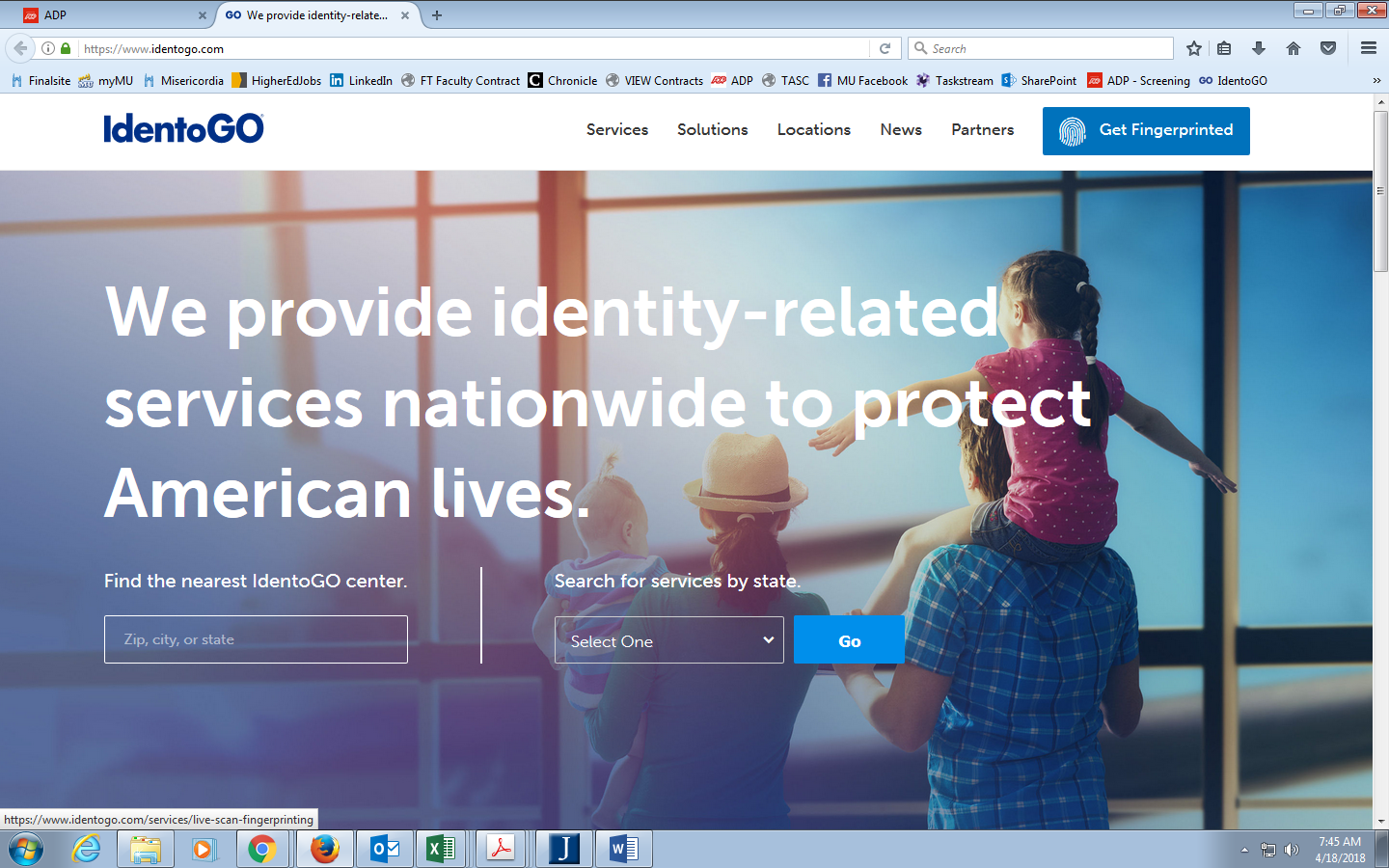
Identogo (IDEMIA) uses service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency.

Below are the service codes available for Misericordia applicants applying under the DHS:

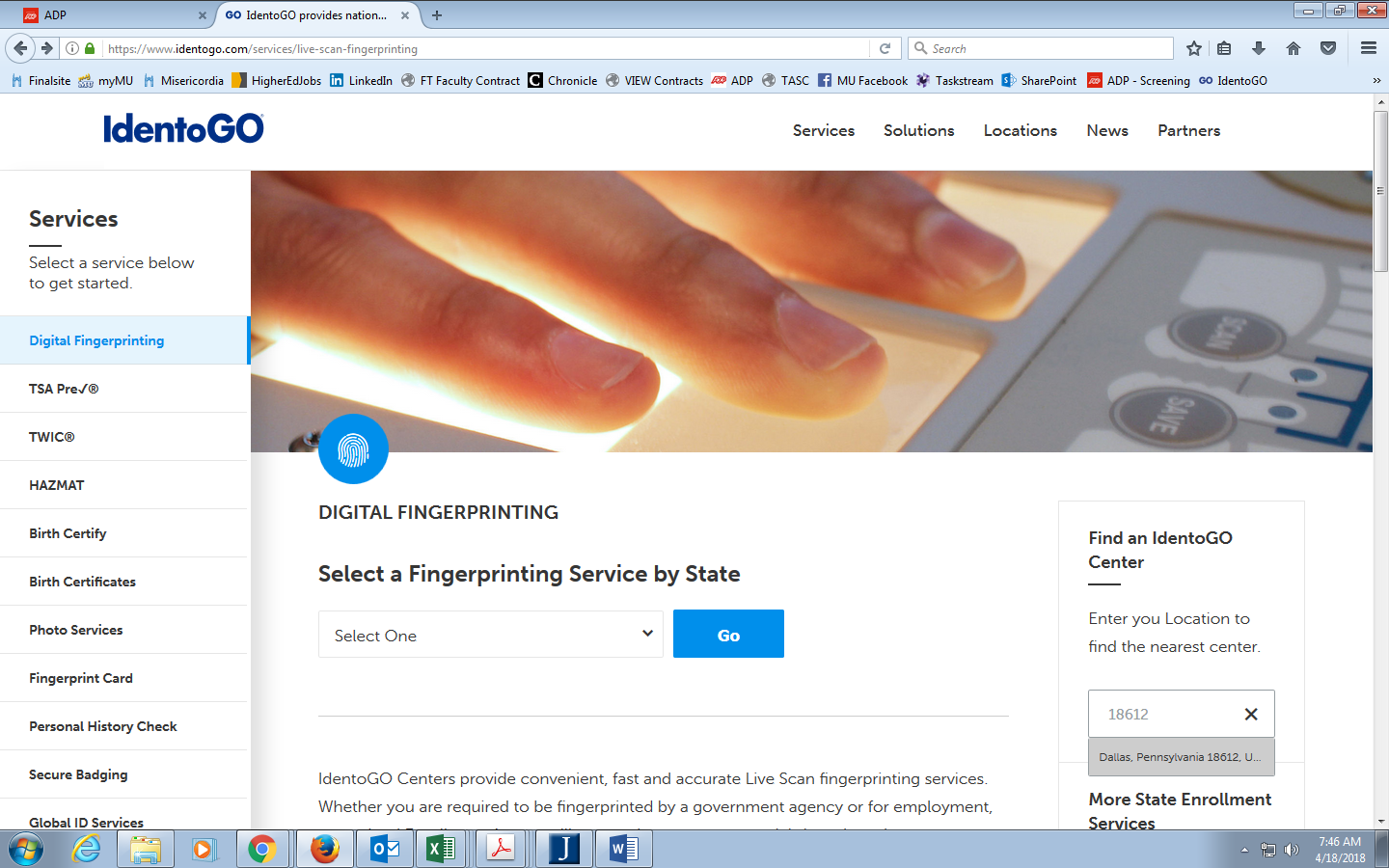
|  |  |
| --- | --- |
| **Service Code** | **Applicant Type** |
| 1KG6ZJ | DHS Volunteer |
| 1KG756 | Employee >=14 Years Contact w/ Children |

If you are experiencing difficulties, please follow the step-by-step instructions below (pay attention to the red arrows):

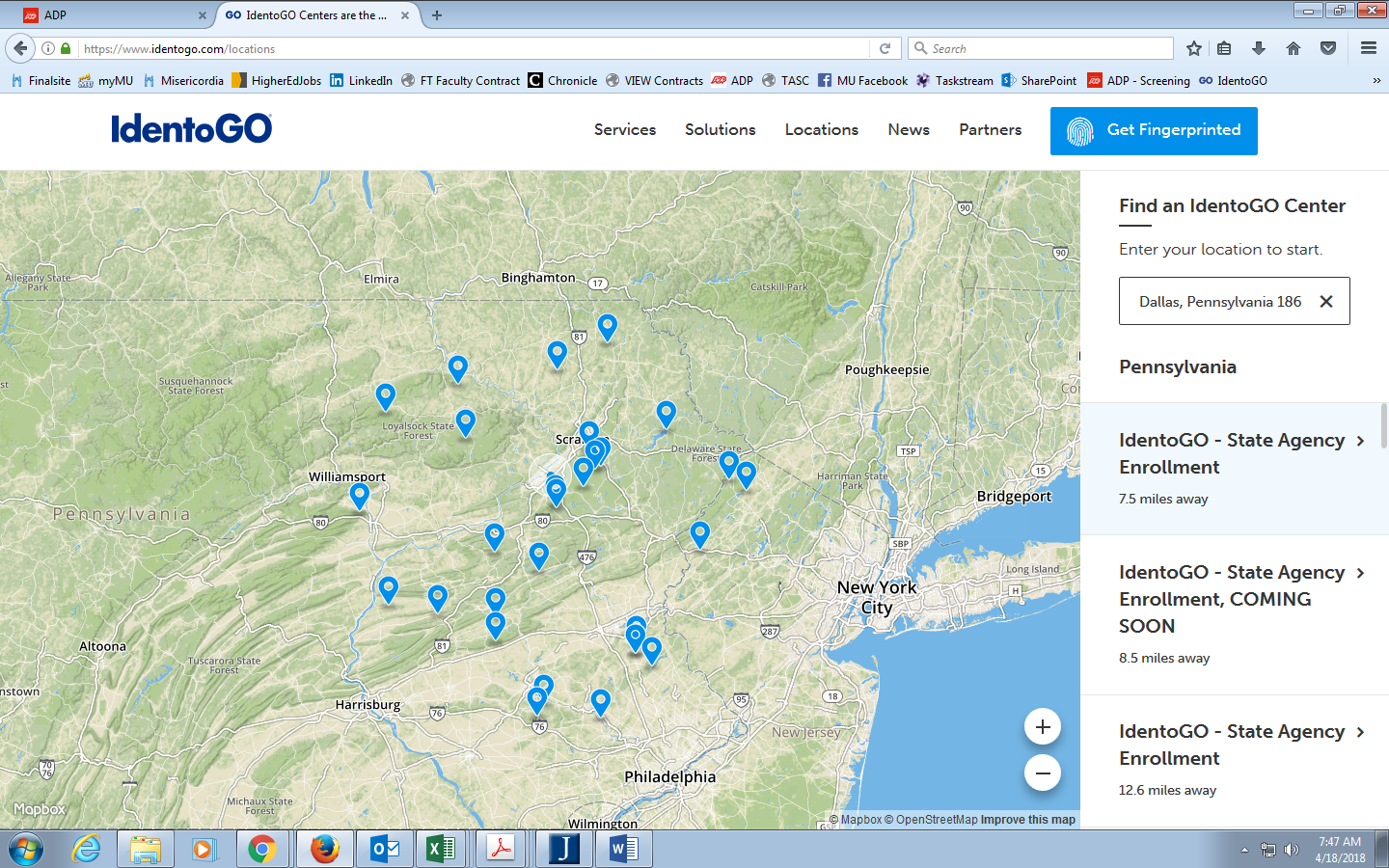
1. [**https://www.identogo.com/**](https://www.identogo.com/)On Identogo’s homepage, click on ‘Get Fingerprinted’



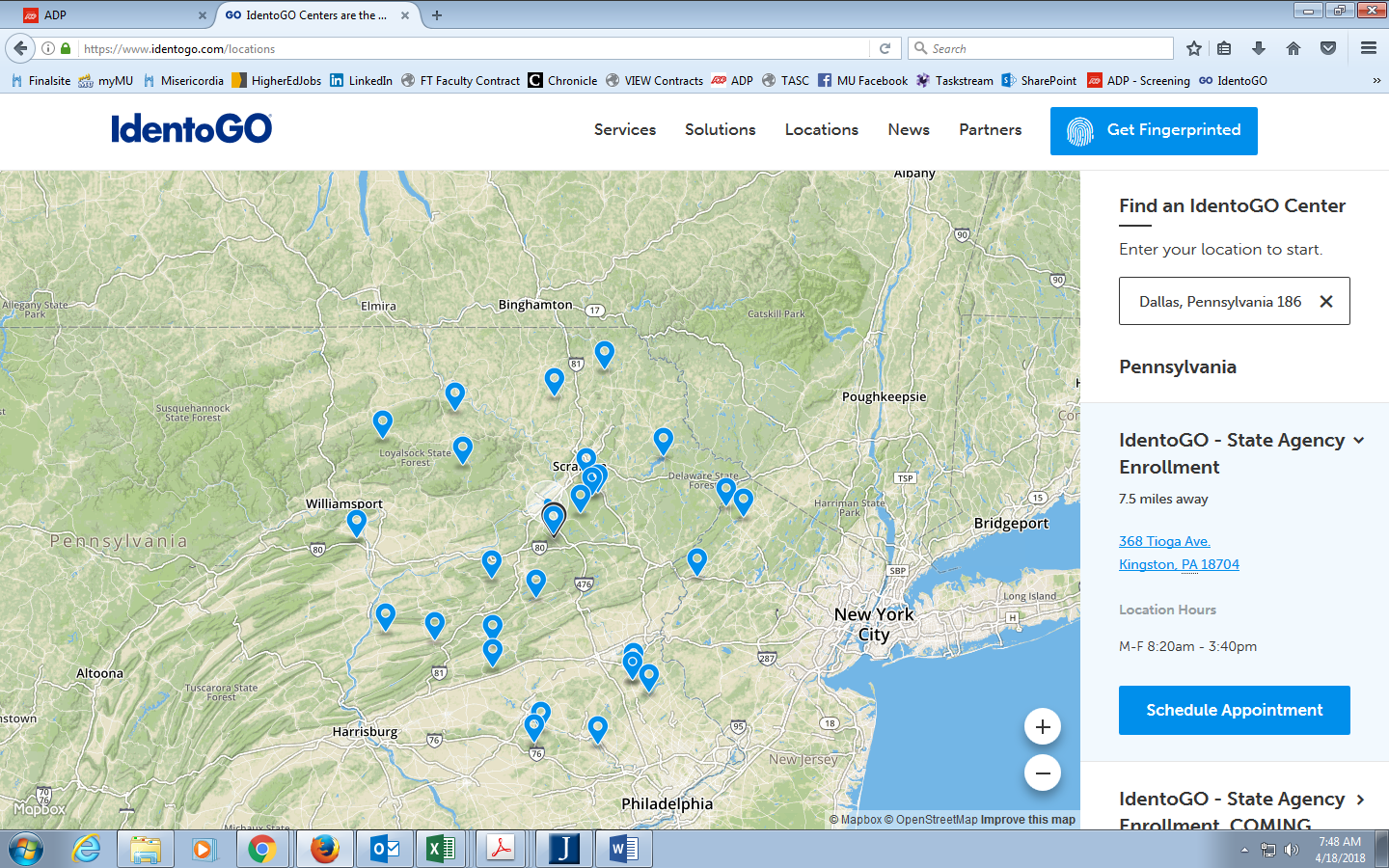
1. **Enter zip code 18612 in ‘Find an IdentoGo Center’**



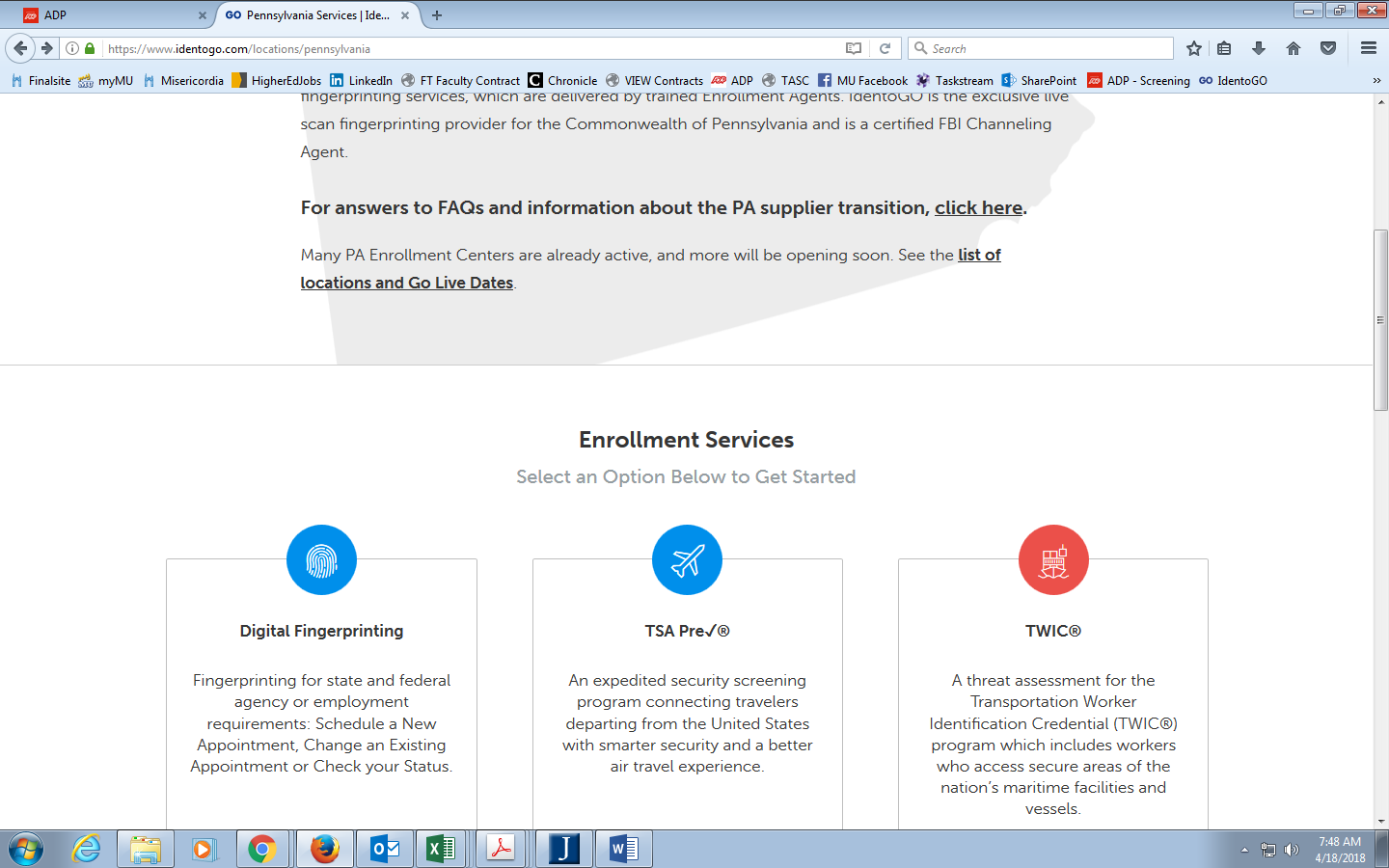
1. **Click on the first center that appears in the results**



1. **Click ‘Schedule Appointment’**



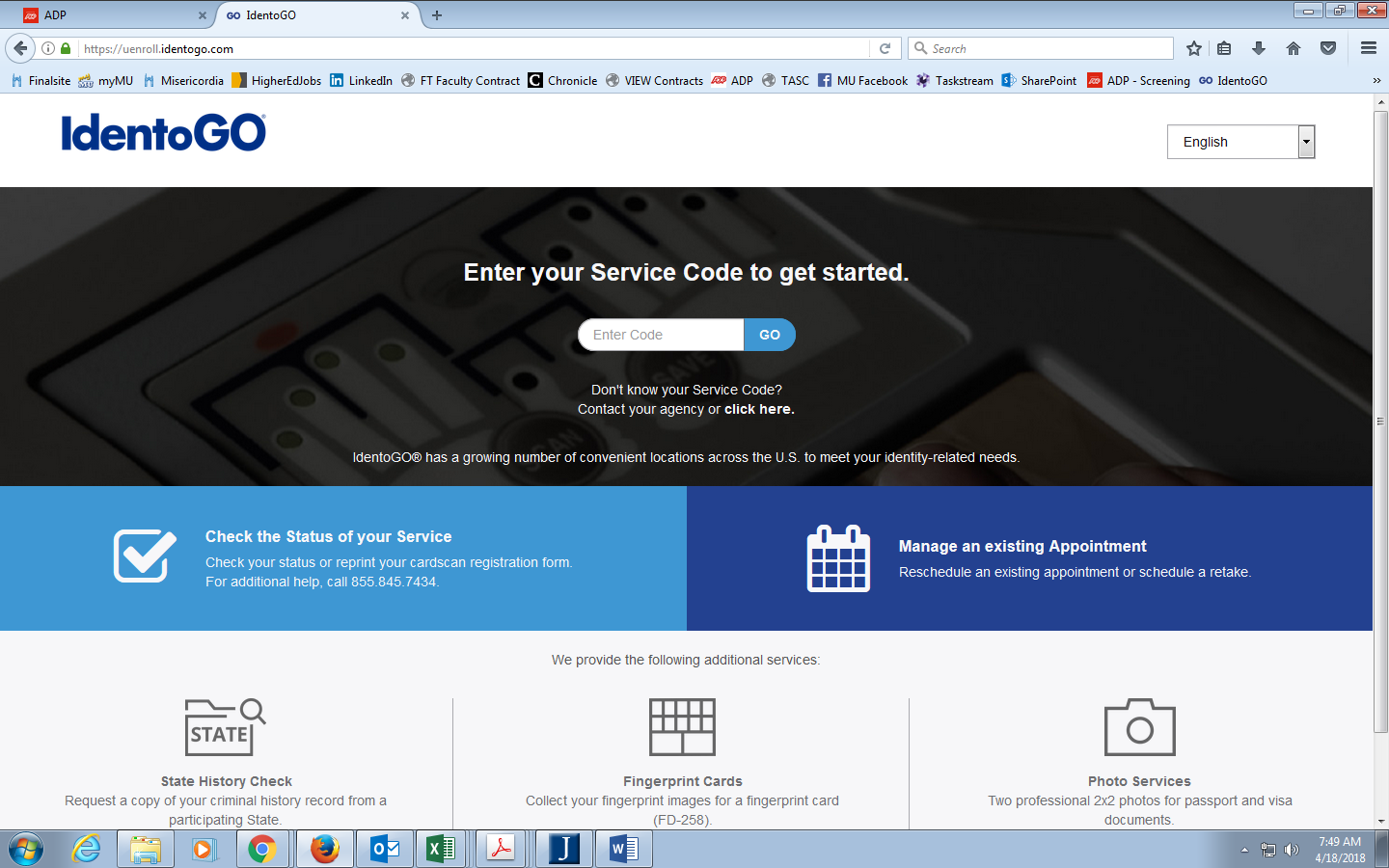
1. **Scroll to the middle of the page and click ‘Digital Fingerprinting’**



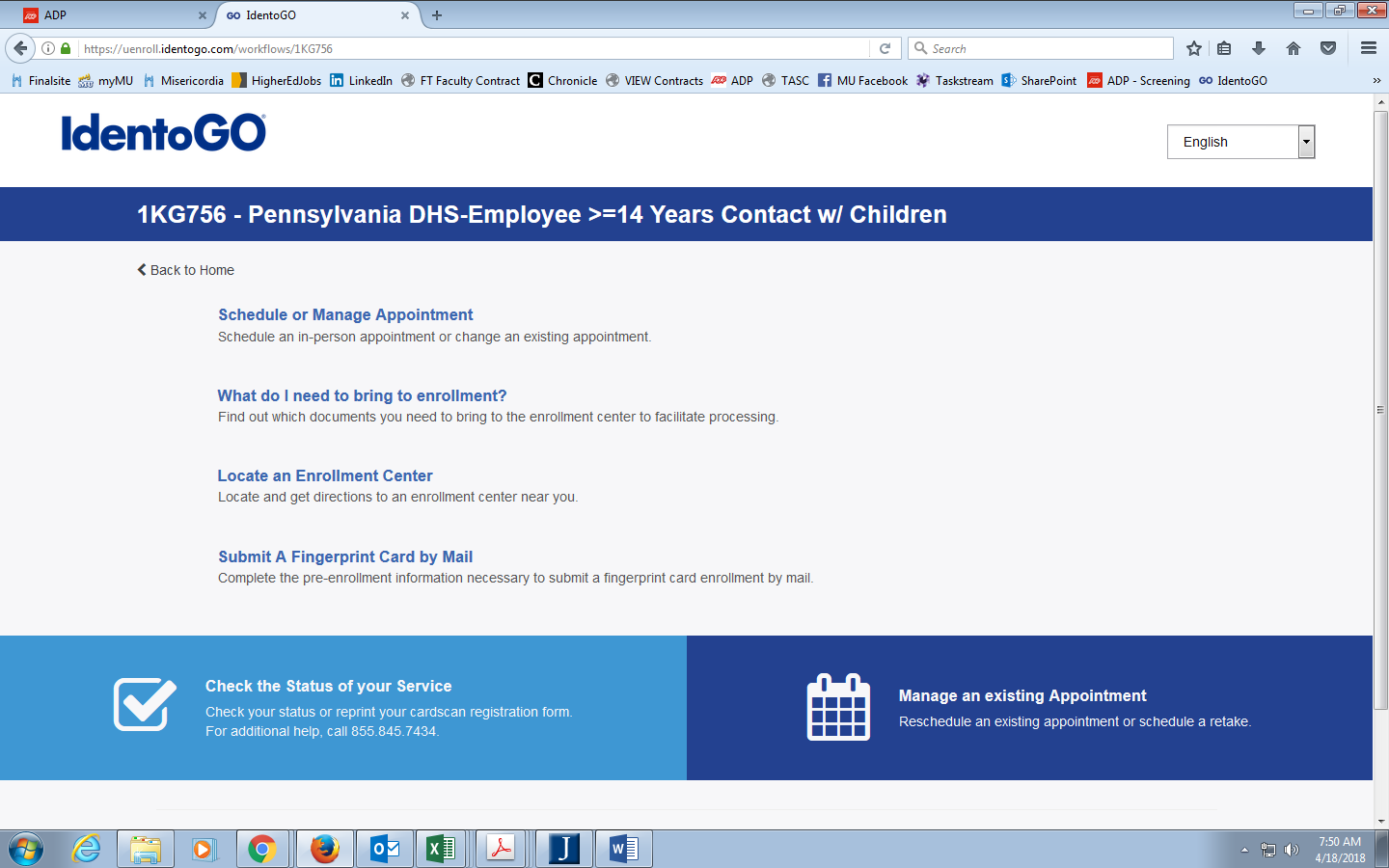
1. **Enter the appropriate Service Code and click ‘GO’**

Copy code **1KG6ZJ** (DHS Volunteer) if you will be an unpaid volunteer on campus

Copy code **1KG756** (Employee >=14 years contact w/ children) if you will be a paid employee



1. **Click on ‘Schedule or Manage Appointment’**



1. **Complete following pages**

Following this page will be a series of pages you will need to complete.

\*Employer should be entered as: Misericordia University 301 Lake St Dallas, PA 18612.

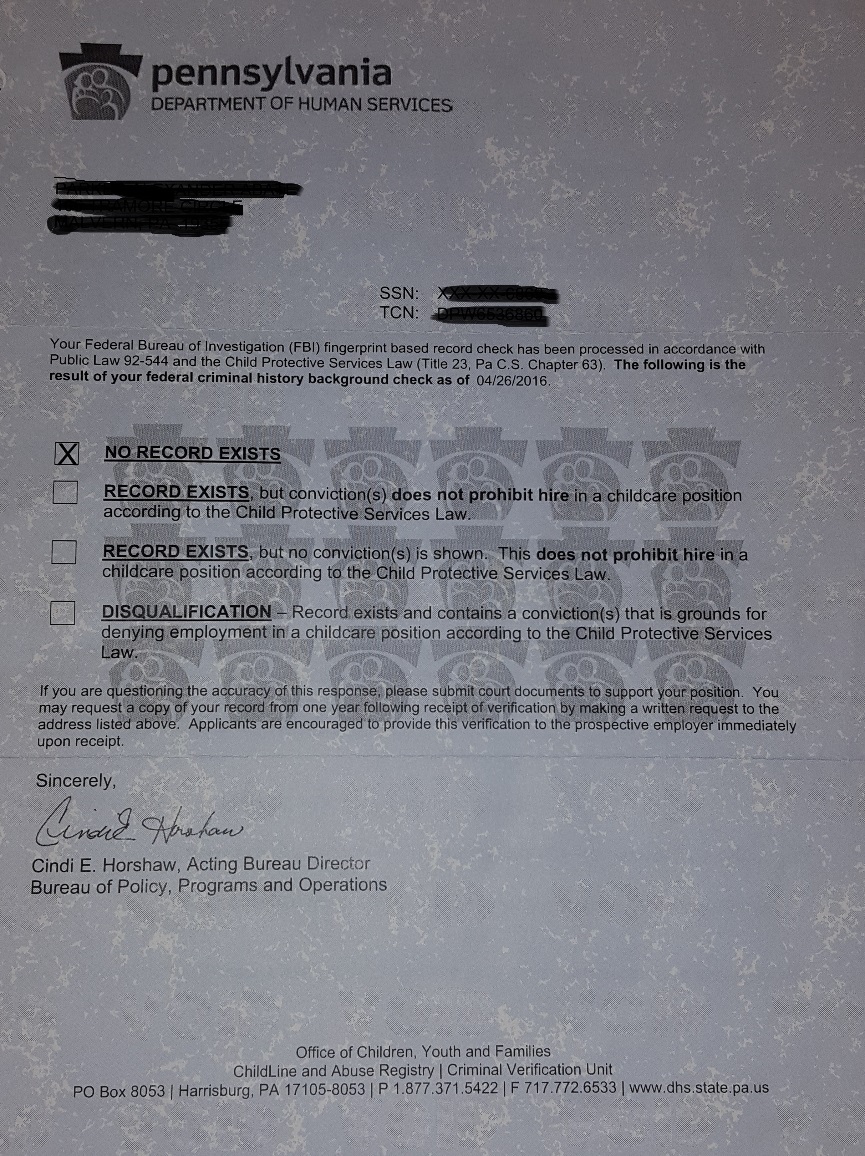
1. **Arrive for appointment with required documents.**
2. **Official Results**

Your official results will be mailed to your home address within the following few weeks.

They will arrive on a blue tinted, heavier stock paper (see example below).

Bring your Original Fingerprint results to Human Resources (copies will not be accepted).

You can submit your receipt at the time you hand in your official results for reimbursement.



The following website will assist you in finding an IdentoGO site location: [www.identogo.com/locations](http://www.identogo.com/locations)

For additional information contact Indentogo (IDEMIA) at 844-321-2101 or visit their website [www.identogo.com](https://www.identogo.com).