Instructions for Your Digital FBI Fingerprints
For Employees and Volunteers Who Work with Children

Special items to note:

- We do not have access to your results, so we rely on YOU to send those in to us. When preregistering, DO NOT put your home address. Everywhere it asks for an address, put: 720 Museum Rd, Reading, PA 19611. That way the results will be mailed directly to the Conference Office.
- Do NOT get the ink Fingerprint Cards. You need Digital FBI Fingerprinting service.
- Be aware that we do not have access to your results and if they mail it to your home, it will be your responsibility to get the results and the receipt submitted to the Conference Office.
- Be aware that if they email the results to you, you can only open the link one time. We found this out the hard way.
- Be sure to save the results and then forward to the Conference office.
- The only methods allowed for payment are a business check, money order, or credit card. If you are a locally-funded employee or if you are a volunteer, you may ask the local church or school to prepare a check for you or receive reimbursement by bringing the receipt and results to them. They will forward on to the Conference.
- If you are an employee and have paid for the FBI Fingerprints, send the receipt to the Conference office along with your results to be reimbursed.

Please send all results to:
Diane Reese
PA Conference of SDA
720 Museum Rd
Reading PA 19611
dreese@paconference.org

The Commonwealth of Pennsylvania has contracted with a new FBI Criminal Background Checks vendor, IdentoGO. To be fingerprinted, you must:

1. Register here [IdentoGO website](https://www.identogo.com/locations) BEFORE going to fingerprint location.
2. Select the proper state and then select Digital Fingerprinting (do not choose fingerprint cards!)
3. Use the proper code to register. These codes identify the authorized purpose and ensure that the results are processed by the correct agency. Choose one of the codes below. Please notice the required documents that will be requested for proof of identity:

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Applicant Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1KG6ZJ</td>
<td>Church Volunteer</td>
<td>$22.60</td>
</tr>
<tr>
<td>1KG6Y3</td>
<td>School Volunteer</td>
<td>$22.60</td>
</tr>
<tr>
<td>1KG756</td>
<td>Church, Conference, or Camp Employee</td>
<td>$23.85</td>
</tr>
<tr>
<td>1KG6TR</td>
<td>School Employee</td>
<td>$23.85</td>
</tr>
</tbody>
</table>

4. The following website will assist you in finding an IdentoGO site location: [https://www.identogo.com/locations](https://www.identogo.com/locations)
5. You will need to present your proof of identity and payment (no cash or personal checks) at the time of fingerprinting. Keep the receipt and turn it in with the results for reimbursement.

For additional information contact IdentoGO at [844-321-2101](tel:844-321-2101) or visit their website [www.identogo.com](http://www.identogo.com).