

FBI Fingerprinting:

- **Required for any Volunteer who has lived in PA for less than 10 continuous years and for ALL employees.**
 1. Register here [IdentoGO website](#) **BEFORE** going to the 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:

Service Code	Applicant Type	Cost
1KG6ZJ	Volunteer	\$23.25
1KG756	Church, Conference, or Camp Employee	\$25.25
1KG6TR	School Employee	\$23.85

4. The following website will assist you in finding an Identogo site location <https://www.identogo.com/locations>

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, use: PA Conference address: **2359 Mountain Road, Hamburg, PA – 19526.**

- **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.**
- **Schools Volunteers or Schools Employees** – please forward the email that the Federal Bureau sends to you, the unofficial result. We will be able to pull up the Official Result.
- Payment - business check, money order, or credit card.
- **Locally funded employees or volunteers**, 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.
- **Conference Employee** - have paid for the FBI Fingerprints, send the **receipt** to the Conference office along with your **results** to be reimbursed.
- For additional information contact Identogo at [844-321-2101](tel:844-321-2101) or visit their website www.identogo.com.