

INSTRUCTIONS FOR PENNSYLVANIA FINGERPRINTING CLEARANCES

As of November 2017, the approved vendor for processing for the PA Department of Aging and the Department of Human Services (PA FBI Child Abuse Clearance) is now Identogo.

We suggest that all students begin registering for fingerprinting at least 6-8 weeks prior to rotation start date. A few points to remember:

- Students are responsible for paying for their own clearances.
- Clearances take 7-14 days to process once fingerprints are submitted.
- Department of Human Services help desk is: 1 800-692-7462.
- Department of Aging help desk is: 717-783-1550.
- Identogo help desk is: 855-845-7434.
- To request either or both of these clearances, follow the step-by-step instructions below.

Step 1: Go to the following website: <https://uenroll.identogo.com/>

Step 2: Register for the Department of Human Services (DHS). Begin by entering service code: **1KG756**. At the top of the page, you should see "Employee >= 14 Years Contact with Children"

Step 3: Follow the directions on the website.

If you are NOT a PA resident, or have lived in PA < 2 years, the state also requires that you to complete fingerprinting with the Pennsylvania Department of Aging (PDA).

Step 4: Go to the website: <https://uenroll.identogo.com/>

Step 5: Begin registration by entering the service code, **1KG8RJ**

Step 6: Follow the directions on the website. **The LVH Facility Code is "1015"**

The agency/agencies will mail you a copy of your clearance report. Medical students can upload a copy of the report(s) to VSAS. All other students can upload them to his/her Castle Branch/Bridges account.

ALL OUT-OF-STATE RESIDENTS, PLEASE NOTE: IF YOU ENTER YOUR ZIP CODE AND FIND THERE IS NO FINGERPRINTING LOCATION IN YOUR OWN STATE -

You can create an appointment and select the option to have local law enforcement do a physical fingerprinting – which can then be sent by mail to Identogo. This takes a little extra time (6-8 weeks), but it should not cause a significant delay in your application. (You will need 2 cards: one for Dept. of Human Services and one for PA Dept. of Aging.)