

FBI Federal Criminal History Clearance Procedures (For Volunteer Purposes)

Note: Only volunteers who have not resided in Pennsylvania for the previous 10 years must obtain the FBI Fingerprint Clearance.

1. Visit the Idemia (formerly MorphoTrust USA, LLC) website to get started:
<https://uenroll.identogo.com>
2. Enter Service Code (Use code 1KG6Y3 for PA Department of Education (PDE) – Volunteer) and click “Go”.
3. Click on “**Schedule or Manage Appointment**”.
4. Complete personal information through subsequent screens.
5. Make note of your confirmation number and fingerprinting information.
6. Visit the IdentoGo center of your choice to pay the appropriate fee and have your fingerprinting completed.