

## INSTRUCTIONS FOR PENNSYLVANIA FINGERPRINTING CLEARANCES

The approved vendor for processing for the PA Department of Human Services FBI Fingerprint Clearance, consistent with the Child Protective Services Law is 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 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: <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 VSLO. All other students can upload them to their InPlace account