

Clearance Instructions for Westminster Presbyterian Church

FBI Finger Prints

Registration

This process requires that you go to an official fingerprinting facility in person to have your prints recorded digitally.

The following steps will help you choose a convenient location and make an appointment.

- Go to the IdentoGo website at https://www.identogo.com/
- Click the "get fingerprinted button"

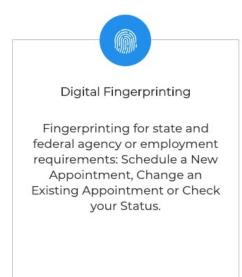


Select Pennsylvania from the menu and click go

Select a Fingerprinting Service by State

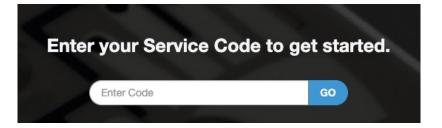


Select Digital Fingerprinting



Registration

- Enter the following service code
 - 1KG756 –Volunteers that have contact with children & church staff



Click schedule or manage appointment



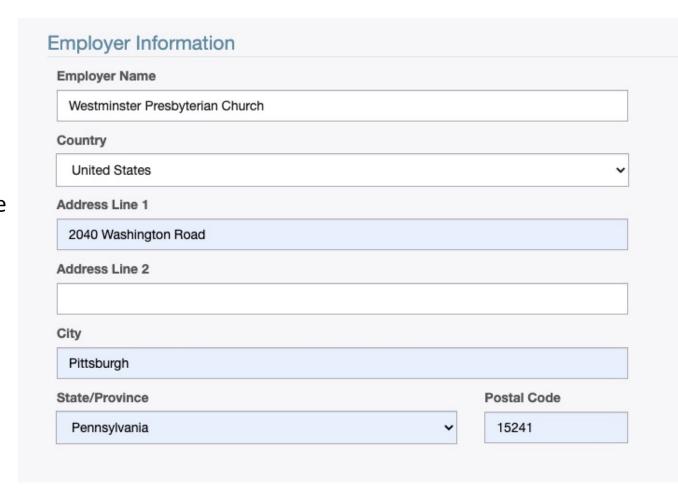
Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

Fill out your personal & contact information

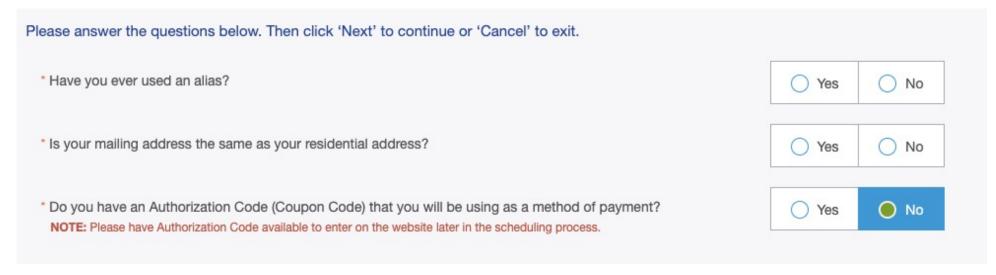
- Enter the following information for the employer page
- Complete citizenship questions

Registration



Registration

On the personal questions page, select NO for the third question



- Complete additional personal questions
- For documentation, select a legal document from the list that you will physically bring with you to your appointment to prove identity. It must be current and not expired. You may want to write down what you chose, so you remember what to bring to the appointment.

Registration

• Search for appointment locations by zip code. The below location is the Upper St Clair Police Department, which is very close to the church. However, you may choose any location that suits you



- You MUST select an appointment time, most locations will not allow walk in appointments, and you will have to complete this process over again.
- Print your service summary or take a screen shot of the page to take to your appointment.

Getting Fingerprinted & Follow Up

- Go to the location you selected at your appointment time. Here is what you need to bring with you
 - The ID you selected in the registration process
 - Your authorization code
 - A form of payment
- After your appointment, <u>please save your receipt</u> and turn it into the church Business Administrator for reimbursement.
- Approximately one week after your appointment, you should receive your documentation in the mail.
 Please deliver this to Laura Ecklin physically by placing in her church mail box, or digitally by emailing to Ecklin@Westminster-church.org

Contact Information & Help

If you have questions or need assistance, contact

Laura Ecklin

Associate Director of Youth Ministry

Ecklin@Westminster-church.org

412-835-6630 ext 225