

FBI Fingerprinting at Bloomsburg University

1. Go to <https://uenroll.identogo.com/>
2. Enter the Employee Service Code **1KG756**
3. Click “Go”
4. Select “Schedule or Manage Appointment”
5. Complete all required fields
 - a. Employer – Bloomsburg University
 - b. Address – 400 E 2nd St. Bloomsburg, PA 17815
6. Continue through employer and citizenship questions
7. When you get to the Personal info screen:
 - a. Click “No” at “Do you have an Authorization Code that you will be using as a method of payment”. Payment information will be entered by the Fingerprint Agent at the time of service.
8. Under “Documents” please select what item you will bring as proof of identity. If you do not have any of the listed forms of identification, you may choose to obtain a Pennsylvania State Identification Card. Information for obtaining a State ID card is located at: <http://www.dmv.pa.gov/Driver-Services/PhotoID2/Pages/Get%20An%20ID.aspx>
9. Click “Next”
10. When you get to the Location selection screen in the “Search for an Enrollment Center by Postal code, City and State, or Airport Code” field, you must enter the following Special Access Code: **SP-BLOOMU** (be sure to include SP-).
11. Click “Search”
12. An option for “Identogo” in Arts & Administration Building will pop up.
13. Click “Next”
14. On the “Appointment Date and Time” selection screen and choose Date and Time that works for you.
15. You have now completed the pre-enrollment process. Record your UEID (Universal Enrollment Identification number).
16. Fingerprinting services is located on the 3rd floor in Rm. 320 Arts & Administration Building.

