



## PA Changes FBI Fingerprinting Process for Mandated Reporters

December 8, 2017

In this update, we summarize the recent changes to a new vendor for FBI fingerprint records, and a new process for getting them.

*We provide ongoing support to churches/organizations completing our one year [Safe Church/Safe Places](#) program, but also periodically offer these website updates to clarify specific areas of concern in service to all those who want to protect children from sexual, and other harm. Please note that this information is intended for general use, and is not provided as legal advice.*

**Learn how to become a Samaritan Safe Church by [joining our next Cluster!](#)**

**Not currently participating in a Safe Church? You can still connect with us in our [Workshops, Retreats](#) and [Circles](#) for survivors and allies.**

### New Vendor, Registration and Service Codes

The Pennsylvania Department of Human Services (DHS) is utilizing IDEMIA to process fingerprint-based FBI criminal background checks, as of 11/28/17, rather than Cogent as used in the past.

To begin the registration process, go to <https://uenroll.identogo.com/>. The DHS service code for volunteers working with children is 1KG6ZJ. The DHS service code for employees 14 years or older who have contact with children is 1KG756. For churches and other non-profits, these will be the most commonly used. For Department of Education or other DHS applications, there are other codes in the drop down menu at the site, or at the Department websites. Complete the online form and make an appointment to go to the most convenient location to have fingerprints taken. Be sure to take the identifying documentation requested on the form.

**You may contact IDEMIA Customer Service representatives at 1-844-321-2101. Once you have pre-registered, the representatives see the same screens as you do, and can answer questions about navigating the process.**

### Locations for Fingerprinting, Cost, and Payment

The new fingerprinting locations are listed at [https://www.identogo.com/uploads/general/IdentoGO\\_PA\\_Locations.pdf](https://www.identogo.com/uploads/general/IdentoGO_PA_Locations.pdf). Some of these centers will not be opened until December 15. There may potentially be more centers if local usage demands. According to IDEMIA, the fee for DHS volunteers is \$21.35 and for employees who have contact with children it is \$22.60.

For individuals, payment may be made by the individual's credit card, a money order or cashier's check. There is also NCAC credit service:

[https://www.identogo.com/uploads/general/IdentoGO\\_PA\\_Locations.pdf](https://www.identogo.com/uploads/general/IdentoGO_PA_Locations.pdf), for organizations who want to pay for their employees and/or volunteers. There are qualifications on this service—expires at 6 months or expiration date of card if sooner, must order 10 at once (although they don't charge them until you use them), \$1 fee for each use. There is a code assigned for each of the 10 applications, so the organization needs to provide a specific individual code to the applicant during pre-enrollment so that it can be included in the registration.

**Some area locations are:**

601 S. Queen Street, Lancaster  
 550 S. Reading Road, Ephrata  
 10 S. Market Street, Elizabethtown  
 615 Cumberland, Lebanon  
 6483 Carlisle Pike, Mechanicsburg  
 153 W. High, Carlisle

**Certification Requirements Remain the Same**

**This is a change in provider, not a change in requirements for certification.** Pennsylvania law still requires new and current employees in positions as an “employee with a program activity or service, as a person responsible for a child’s welfare or having direct contact with children” to have FBI fingerprint certification within the past 60 months, to be repeated every 60 months. Also, volunteers who “volunteer with a child-care service, a school or a program activity or service as a person responsible for the child’s welfare or having direct volunteer contact with children” and who have not lived in Pennsylvania for the past 10 years must complete the FBI fingerprint certification, but are not required to repeat it. PA Child Abuse Certifications and Criminal Record Certifications have not changed.

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[www.SamaritanSafeChurch.org](http://www.SamaritanSafeChurch.org)