

OUT OF STATE STAFF - FBI FINGERPRINT INSTRUCTIONS

Option #1 - Already have FBI Fingerprints from a different employer

If you have an FBI fingerprint based background check from another employer (within the past 5 years), you can upload the file to Staff Profile under "FBI Criminal History Clearance (fingerprints)"

Option #2 - Get the FBI Fingerprints before you come to camp

If you can easily make a trip to Pennsylvania, it is highly recommended that you complete your FBI Fingerprinting before you come for Staff Orientation. Follow this link <https://www.identogo.com/locations> to find the closest Fingerprinting locations to you, so you can first check if this is feasible. (Type the name of a known Pennsylvania town close to you, rather than the out-of-state town that you are in.)

If you choose this option, use the following instructions:

1. Go to <https://uenroll.identogo.com>
2. Enter service code - **1KG756** and click GO
3. Select "Schedule or manage appointment"
4. Complete personal info and employer info sections:

Pine Springs Camp
PO Box 186
Jennerstown, PA 15547

5. Use this site to check hours and register for an appointment near you. Be sure to bring the form of ID you selected with you to your appointment. Pay at fingerprint location - **Fee is \$26.20 (this price is subject to change)**
6. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later)
7. Upload file to Staff Profile under "FBI Criminal History Clearance (fingerprints)"

Option #3 - We will take you to get your FBI Fingerprints

If you will not be in Pennsylvania until arriving at Pine Springs for Staff Orientation, go through the following steps:

1. Go to <https://uenroll.identogo.com>
2. Enter service code - **1KG756** and click GO
3. Select "Schedule or manage appointment"
4. Complete personal info and employer info sections
Pine Springs Camp
PO Box 186
Jennerstown, PA 15547
5. On the *Location* page, enter **15531** for the zip code. Select the first option, "Somerset, PA." Click "Next."
6. On the Date and Time page please check the "WALK IN" box. SCREENSHOT or be able to easily access the confirmation email they send. *You will need the code they send in this email.*
7. When you arrive for orientation, we will take you (with the other out-of-state staff) to get them done! Remember to bring the form of ID you selected with you to camp so you can bring it that day.
8. You will need to pay the day of your fingerprinting, so bring a debit/credit card - **Fee is \$26.20 (this price is subject to change)**
9. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later)
10. Upload file to Staff Profile under "FBI Criminal History Clearance (fingerprints)"