

FBI Fingerprint Instructions – OUT OF STATE

CHOICE #1: If you have an FBI Fingerprint based background check from another employer (within the past 5 years), you can send us a copy of those results.

CHOICE #2: If you can easily make a trip to Pennsylvania, it is highly recommended that you complete your FBI Fingerprinting following the instructions below. Follow this link <https://www.identogo.com/locations> to find the closest Fingerprinting locations, 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 \$25.50**
6. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later)
7. **Email a copy to maddy@pinesprings.org**

CHOICE #3: If you will not be in Pennsylvania until arriving at Pine Springs for Orientation this summer, 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 onfirmation 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 people to get them done! Please remember to bring the form of ID that 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 \$25.50**
9. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later) or mailed
10. **Email a copy to maddy@pinesprings.org**