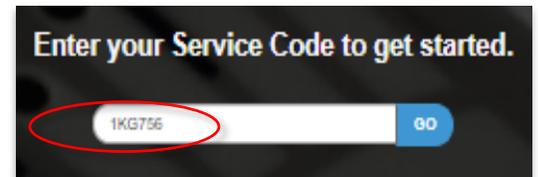


This guide is designed to help aid Temple University employees with the background check process to obtain a Federal Criminal History Record through Identogo. Questions about this process should be directed to the Office of Background Checks & Compliance at 215-204-5512 or HRBackgroundcheck@temple.edu. The instructions and images included in this guide are subject to change.

Federal Criminal History Record Instructions

1. Go to <https://uenroll.identogo.com>
2. Enter Service Code "1KG756" which corresponds with Pennsylvania DHS - Employee >= 14 Years Contact w/ Children
3. Click "Schedule or Manage Appointment"
 - Note: Pay special attention to highlighted note sections.
4. Complete the requested information in the "Essential Info", "Employer" and "Citizenship" sections.
 - Note: Use the "Next" button at the bottom right corner to advance to the next section (tabs are identified at the top of the page). The Employer Information should reflect the following Temple details: Temple University, Human Resources, 1913 N. Broad Street, Philadelphia, PA 19122.
5. Complete "Personal Questions" section. Click "Yes" to the authorization code question. Click "Next" to continue.
 - Note: You should have received an email from the Office of Background Checks & Compliance that included a payment code to be used for payment. **Contact our office if you did not receive a payment code before completing this process. We do not reimburse out-of-pocket cost for background checks.**



* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

6. Complete "Personal Info" section then click "Next".
7. Enter your address in the "Address" section.
 - Note: The certification will be sent to the mailing address you enter.
8. Select what type of identification you will bring to the fingerprint appointment from the drop-down box in the "Documents" section. Click "Next" to continue.
 - Note: If the document you want to use is not listed, you will need to contact Identogo at 844-321-2101.
9. Enter your zip code to see locations available for the fingerprint appointment in the "Location" section. Click "Next" to continue.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

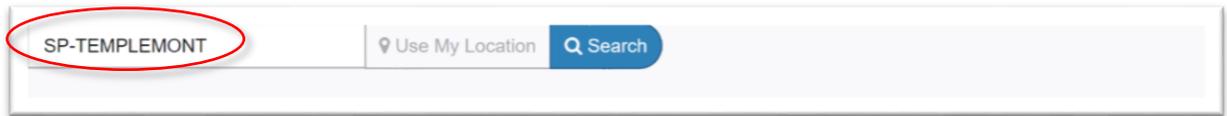
Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

19111

Use My Location Search

- Note: If you prefer to get fingerprinted at Temple’s Department of Public Safety, enter “SP-TEMPLEMONT”.

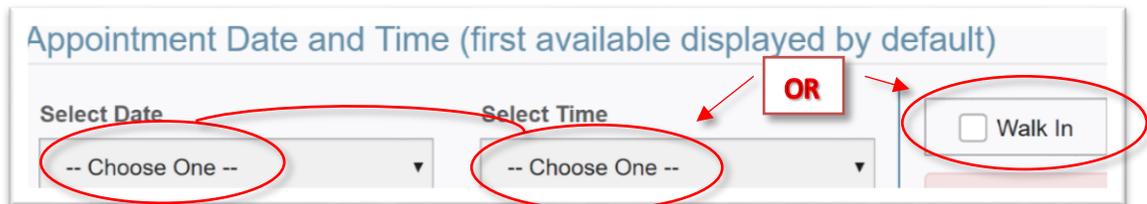


10. Enter the Authorization Code when prompted for payment in the “Payment” section (use the code provided by the Office of Background Checks & Compliance).



11. Choose a date/time **OR** walk-in option for your appointment

- Note: For the Temple location, you must check the “Walk In” box to complete the “Location” section. You will then need to schedule an appointment with Temple’s Department of Public Safety at <https://booktemple.timetap.com/>. The appointment schedule is updated weekly. If you have any issues with scheduling, please contact Temple's Department of Public Safety at 215-204-1909.



12. Click “Submit”

- Note: You will receive a message stating that the pre-enrollment registration has been successfully submitted and a unique UE ID will be assigned. You will also receive an email confirming your online registration submission. See sample [here](#).

13. **IMPORTANT:** Email the pre-enrollment registration to HRBackgroundcheck@temple.edu

14. **IMPORTANT:** Scan and email one of the following to HRBackgroundcheck@temple.edu

- Paper receipt from your fingerprint appointment. See sample [here](#).
- **OR** an email that confirms that your enrollment has been received. See sample [here](#).

15. Provide the Federal Criminal History Record certification to the Office of Background Checks & Compliance in one of three ways below. See sample of Federal Criminal History Record [here](#).

- Email a scanned PDF copy to HRBackgroundcheck@temple.edu
- Fax to 215-204-5921
- Drop-off at Office of Background Checks & Compliance, Mitten Hall, 1913 N. Broad Street, Ground Level, Philadelphia PA 19122

Note: If it has been longer than three (3) weeks since you were fingerprinted and have not yet received your certification, you must contact the Department of Human Services directly at 877-371-5422 or email RA-PWCPSLQuestions@pa.gov.