PA State Fingerprinting (April)

Schedule fingerprinting appointment between: April 1 – April 30
Upload fingerprinting results on or before:
  Matriculating Students: July 15 (of your didactic year)
  Clinical year students: May 15th (prior to starting clinical rotations)

Matriculating students:

- If you reside in PA, DE, NJ, or MD or can reasonably make a trip to Pennsylvania
  - Schedule an April appointment to be fingerprinted with Idemia (MorphoTrust)
- If you reside outside the area AND can't make it to Pennsylvania before May
  - Set up an appointment to be fingerprinted with Idemia (MorphoTrust) **prior to May 24th (of your entrance year)**
- Schedule your appointment as soon as possible to allow maximum time for results to come in and for follow up if needed

Clinical Year Students: (DO NOT SCHEDULE APPT BEFORE APRIL 1st!)

- Students from both campuses must be fingerprinted <u>in Pennsylvania</u> by Idemia
  - https://uenroll.identogo.com/
- The fee as of Spring 2020: ~ $23.85. (may be subject to change)
- **All students** must upload fingerprinting results by May 15th prior to Clinical rotations starting.

Scheduling Instructions:

1. Appointments can typically be scheduled up to six weeks ahead
2. Visit the Idemia (MorphoTrust) website for Pennsylvania at: https://uenroll.identogo.com/
3. Select "Digital Fingerprinting"
4. Enter **Service Code:1KG756** , select "Go"
5. Complete information, provide good phone and email contact information
6. Leave Employer Information blank
7. **IMPORTANT:**
   Mailing address: provide a good address that will be active when you receive your results a month or more after fingerprinting appointment, and let other residents at this address know you're expecting an important document.
8. Select the live scan fingerprinting location where you will complete your fingerprint scan
9. Schedule your appointment date and time
10. Check on the summary page that all information is correct
11. This page will show you the amount due and the method of payments accepted. You must have your payment and identification with you when you go to your scheduled fingerprint scan appointment
12. Login to your Exxat account and enter the date you scheduled for the fingerprint scan to complete your requirement.
13. After you are fingerprinted, you should receive your fingerprint background check results within 6 weeks. **Make a note in your calendar to follow up if you do not receive results.**

    a. If you don't receive results in **six weeks**, don't wait!
   Contact:
      i. IDEMIA registration, processing, or billing questions:1-844-321-2101
      ii. General Clearance FBI questions: FBI Background Check Unit at 717-783-6211 or 1-877-371-5422

Out of State Fingerprinting (Must get approval from the clinical team for this)

Identigo can assist you in how to obtain out of PA State fingerprinting:

1. Set up an appointment at an Identigo location near you using the above instructions.
    a. Get instructions from Identigo as to where you need to mail in your fingerprints for processing
2. If your state does not have an Identigo location, you may call your local law enforcement agency to obtain inked fingerprint cards. You must still call Identigo to find out where to mail these cards for processing.

Items to Remember:
1) If you get your fingerprints done anywhere in PA, it will take 3-4 weeks to process and receive the results.
2) If you get your fingerprints done outside of PA through a mail in process, it will take 4-6 weeks to process once PA receives your fingerprints! Keep this in mind and stay on top of your results to ensure you receive them in time for rotations.