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## Important Message from Tanya Vasquez, Director, Bureau of Certification

### Subject: New Vendor for Digital Fingerprinting and What It Means for You

The Commonwealth has transitioned to a new vendor for digital fingerprinting. The new vendor, IDEMIA, is now accepting registrations and completing Federal Bureau of Investigation (FBI) fingerprinting for Pennsylvania agencies.

You are required to pre-register before you go to your fingerprinting site. Once pre-registered, you may walk in during a location's posted hours of operation or you can schedule an appointment in advance. You do not have to schedule an appointment, however, scheduling an appointment may lead to lesser/no wait times.

To pre-register for an FBI Background Check and find a fingerprinting location, applicants should go to [www.identogo.com](http://www.identogo.com).

IDEMIA uses Service Codes to identify the reason an applicant is being fingerprinted. This Service Code is required to complete the pre-registration process. For Child Care and other Early Learning Program Professionals, the Office of Child Development and Early Learning (OCDEL) has provided the following clarification identify the Service Code to be utilized.

If an applicant does not have a service code, this information, along with the description of other DHS service codes, are available on [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov) under **GET A CLEARANCE**.

### How to Pre-Register for Fingerprinting

1. Go to [www.identogo.com](http://www.identogo.com).
2. Enter your zip code into the box labeled **Find the nearest Identogo Center**.
3. Select the location most convenient to you. (You will have a chance to change this later in the process).
4. Click **Schedule an Appointment** located in the blue box on the right-hand side of the page. An appointment is not required, but it is recommended.
5. Click on **Digital Fingerprinting** on the lower left side of the page.

6. Enter the appropriate code from below.

Service Code	Applicant Type	Department	OCDEL
1KG6ZJ	DHS Volunteer	Department of Human Services	Unpaid individuals who are not included in the regulatory ratio in child care and other early learning programs. The Volunteer Clearance cannot be used later for evidence of a clearance for employment purposes.
1KG738	Child Care Services/Program Employee or Contractor	Department of Human Services	Child Care Center and Group Child Care Center/Home Staff operating under 55 PA Code Chapters 3270 or 3280.
1KG74S	Family Child Care Home Provider	Department of Human Services	Family Child Care Home Staff operating under 55 PA Code Chapter 3290.
1KG756	Employee >=14 Years Contact w/ Children	Department of Human Services	Early Learning Programs such as Family Center, Head Start, or Home Visiting.
1KG78K	Individual >=18 Years in Licensed Child Care Home	Department of Human Services	Non-staff persons who reside in the residence where child care services are offered under 55 PA Code Chapters 3270, 3280 or 3290.

After selecting the Service Code:

1. Select **Schedule** or **Manage Appointment** on the new screen.
2. Complete the fields for your name and contact information. Then click on Next until all registration pages are complete.
3. Select the **Location** and **Time** if scheduling an appointment. Appointments are not required, but are recommended.
4. Select which documents you plan to use on the day of your appointment. Make sure you have them when you go for your fingerprinting.
5. Payment is due at the time of fingerprinting. When pre-registering, indicate what form of payment you will be using at the fingerprinting site.
6. Money order, certified check, cash or credit card are accepted. Certified checks and money orders can be made payable to MorphoTrust.
7. **IMPORTANT!** When you go to be fingerprinted, you will receive a receipt with your name, amount paid, and authorization number printed on the receipt. The receipt includes the date and time you were fingerprinted. The authorization number that prints on the receipt is the number that you can

use to check their status on the IdentoGO site. This receipt can also be used as verification that you have applied for your FBI clearance.

Those without internet access can call 1-844 321-1201 to pre-register for fingerprinting.

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### **Program Self Assessment Checklist to Support Certification Compliance**

OCDEL has released new user-friendly tools, designed to assist Child Care Center, Family and Group Child Care Home Providers in performing periodic reviews of their facility operations to achieve compliance with OCDEL certification regulations. When used regularly, these checklists can help to identify program strengths and gaps in the understanding of and compliance with OCDEL regulations. [View the Self Assessment Checklists and supporting webinar recording.](#)

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The Pennsylvania Office of Child Development and Early Learning supports families and their children, from prenatal through school age, by using data, research and stakeholder guidance to assure high quality services.

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