



FBI Federal Criminal Record Check Instructions

The fingerprint-based background check is a multiple-step process:

- 1. The applicant must register prior to going to the fingerprint site.** Registration can be completed online or over the phone. Registration online is available 24 hours/day, seven days per week at <https://uenroll.identogo.com> When registering online, there is **Service Code** to ensure they are processed for the correct agency and/or applicant type. **The Service Code is 1KG6NX.**

Telephone registration is available at **1-844-321-2101** Monday through Friday, **8a.m. to 6 p.m. EST.**
- 2. The applicant will pay a fee of \$22.60 for the fingerprint service.** The fee includes an unofficial copy of the results that is mailed directly to the applicant. The unofficial copy will provide the applicant with a copy of the information that the school will see when the report is reviewed online. Applicants may make their payment by major credit cards, money orders or cashier's checks payable to **Morpho Trust** at the fingerprinting location at the time of appointment. **No cash transactions or personal checks are accepted.**
- 3. The applicant proceeds to the fingerprint site of their choice for fingerprinting.** The location of the fingerprint sites and days and hours of operation for each site are posted on the **website at <https://uenroll.identogo.com>** The list of required ID types are also posted on the website. **Applicants will not be processed if they cannot produce acceptable identification.**
- 4. No applicant will be processed at the fingerprint site without prior registration.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who will then submit the information to the FBI.
- 5. The applicant will receive a UEID # once the application is completed.** This **UEID #** must be submitted by the applicant to the school **once their fingerprints have been taken.** The school must have this number to view the results online. The form for submitting that information can be found attached.



FEDERAL CRIMINAL HISTORY FINGERPRINT CHECK
UEID # SUBMITTAL

Please **print** the following information:

Name: _____

Date Fingerprints were completed: _____

UEID #: _____

Please mail/return this form to:
Middle Bucks Institute of Technology
Attention: Human Resources
2740 Old York Road
Jamison, PA 18929