



## **Pennsylvania Non-Resident Cardscan**

### **Universal Enrollment Platform Processing Overview**

Cardscan processing is available for those applicants residing outside of Pennsylvania or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at [UEnroll.identogo.com](http://UEnroll.identogo.com). All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during this pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

**Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.**

# IdentoGO

## Directions for Pre-enrollment and Payment - Required for ALL Fingerprint Cards

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

IdentoGO

English

Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?  
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

COVID 19 [See All Important Notices](#)

**Check the Status of your Service**  
Check your status or reprint your cardscan registration form.  
For additional help, call 855.845.7434.

**Manage an existing Appointment**  
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

**State History Check**  
Request a copy of your criminal history record from a participating State.

**FBI History Check**  
Request a copy of your criminal history record from the FBI. Personal use only, cannot be used for Employment or Licensing purposes.

**Fingerprint Cards**  
Collect your fingerprint images for a fingerprint card (FD-258).

**Photo Services**  
Two professional 2x2 photos for passport and visa documents.

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? [Click Here](#)" to select from a list of agency names or use the agency ORI or contact your agency for assistance.

Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?  
Contact your agency or [click here](#).

Please note: Not all agency ORI's may be available with this look up tool.

**Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.**

# IdentoGO

2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

## Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

## What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

## Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

## Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.

### ATTENTION!

All applicants are strongly encouraged to visit an enrollment center to have their fingerprints collected. Submitting a hard-card should be a last resort for either out of state applicants or home-bound applicants.

- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency, fingerprint reason, or applicant demographic data, that results in the need to conduct a new fingerprint submission will be at the applicant's cost.
- Fingerprints submitted on hard-cards are typically of lower quality and often result in FBI rejections
- Processing of hard-card submissions takes significantly longer and will cause delays for you and your agency
- Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard-card.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

#### Apply Authorization Code

Authorization Code

#### Pay With Credit Card

We Accept 

\* Name on Card  \* Credit Card Number

\* Month  \* Year  \* CSC/CVV

4. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION:

Date: MM/DD/YYYY  
 UE ID: UE ID Sample  
 Applicant: Sample Applicant  
 Service: Service Code - Service Code Name  
 Total Due: \$0.00  
 Payments: Total Charged to Credit Card  
     Card (1111)  
 Auth Number: Credit Card Authorization Number  
 Amount Paid as of: MM/DD/YYYY Amount Paid



UE ID Sample

2 (Of 4) - SIGN AUTHORIZATION:

I certify that all information I provided in relation to this criminal history record check is true and accurate I authorize both the Pennsylvania State Police <PSP> and/or MorphoTrust LLC to access Pennsylvania and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Authorized Entity with which I am seeking to be c i already am employed by or to serve as a volunteer, as- authorized by an applicable state or federal statute or policy. I authorize PSP and/or MorphoTrust LLC to submit, my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the PSP and/or MorphoTrust LLC during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USG 552a) I understand my fingerprints will be searched by and against civil, criminal, and latent fingerprints in the Next Generation Identification (NGI) system, I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Authorized Entity. I also understand the Authorized Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention- Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

X \_\_\_\_\_  
 Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

\_\_\_\_\_  
 Print Applicant Name (Last, First, Middle) Applicant Date of Birth (MM/DD/YYYY)  
 \_\_\_\_\_  
 Phone Number Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document,
2. Completed fingerprint card

**NOTE:** If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

IDENTGO  
 CARDSCAN DEPARTMENT- PA PROGRAM  
 340 SEVEN SPRINGS WAY, SUITE 200  
 BRENTWOOD, TN 37027