

FBI Federal Criminal History Records Procedure

- ✓ Register online at <https://uenroll.identogo.com/>
- ✓ Enter Service Code **1KG6XN**, Press Continue
- ✓ Select Schedule or Manage Appointment
- ✓ Enter Name, Birthdate, Email and Phone Number
- ✓ Create a Security Question and Answer (notate for future reference)
- ✓ Enter Citizenship Information
- ✓ Enter Answers to Personal Questions
- ✓ Enter Personal Information
- ✓ Enter Address
- ✓ Choose Document that you will bring with you for ID
- ✓ Select Location (see below for nearby locations and hours of operation)
- ✓ Schedule Appointment
- ✓ Submit Registration
- ✓ Print Confirmation
- ✓ Payment is processed when prints are taken – Cost is \$22.60
- ✓ Unofficial results will be mailed in 7-14 business days
- ✓ You will be given a Registration ID # - **you must present this number to Vicki Hoover in the district office.**

<p style="text-align: center;">IdentoGO 550 S. Reading Rd Ephrata PA 17522</p> <ul style="list-style-type: none">• Monday – Thursday 9:00 AM – 7:00 PM• Friday 9:00 AM – 5:00 PM• Saturday 9:00 AM – 1:00 PM	<p style="text-align: center;">IdentoGO 601 S. Queen Street Lancaster PA 17603</p> <ul style="list-style-type: none">• Monday – Friday 8:30 AM – 12:00 PM & 1:00 PM – 4:00 PM
<p style="text-align: center;">IdentoGO 455 Boot Road Downingtown PA 19335</p> <ul style="list-style-type: none">• Monday – Thursday 10:00 AM – 12:30 PM & 1:30 PM – 6:30 PM• Friday 9:30 AM – 12:30 PM	<p style="text-align: center;">IdentoGO 96 Commerce Drive Wyomissing PA 19610</p> <ul style="list-style-type: none">• Monday – Friday 9:00 AM – 5:30 PM• Saturday 10:00 AM – 2:30 PM
<p>IdentoGO 814 Paoli Pike West Chester PA 19380</p> <ul style="list-style-type: none">• Monday – Friday 9:00 AM – 11:00 AM & 4:00 PM – 7:00 PM	