

# Screen 1 - Select Schedule or Manage Appointment

English

## 1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

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**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.



**Check the Status of your Service**

Check your status or reprint your cardscan registration form.  
For additional help, [contact customer service](#).



**Manage an existing Appointment**

Reschedule an existing appointment or schedule a retake.

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Screen 2 - Input first name, middle Name ( NMN if no middle name ), last name, date of birth and email address.

### 1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

Essential Info > Additional Info > Citizenship > Personal Questions > Personal Info > Address

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact  UE ID / Date of Birth

**Notes:**

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

**Email Address Entry**

While not required, it is highly recommended to input your email address during the registration process. You will be emailed a link to access your Eligibility Letter allowing quicker access to your results. If a "Criminal History Record" is found as a result of your Federal Criminal Background Check, your results will be mailed to you only. Eligibility Letters will be mailed to all applicants regardless of providing an email address.

**Legal Name**

\* First Name: John

\* Middle Name (or NMN if no middle name): NMN

\* Last Name: Smith

Suffix: -- Choose One --

**Date of Birth**

\* Date of Birth: 01/01/2000

\* Confirm Date of Birth: 01/01/2000

\* Method of Contact (at least one method is required)

Email: johndoesmith@yahoo.com

Confirm Email: johndoesmith@yahoo.com

Country Code: United States

Phone 1: [ ] [ ] [ ] [ ] [ ] [ ]

Country Code: United States

Phone 2: [ ] [ ] [ ] [ ] [ ] [ ]

\* Preferred Method of Contact: Email

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Screen 3 - Input security questions "What is your agency name".  
Input answer "amd"

**IdentoGO** English

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Essential Info > **Additional Info** > Citizenship > Personal Questions > Personal Info > Address > Documents

Please enter your information below. Then click 'next' to continue or 'Cancel' to exit. \* Required Fields

### Agency Identifiers

**\* Create a Security Question for your Background Check Results**

Type your question in box. You will be prompted with this question when attempting to access your Eligibility Letter.

What is your agency name

**\* Type the answer to your Security Question in the box below**

**IMPORTANT!** Store your answer in a safe place—it is your answer only and is not able to be retrieved or reset. Applicants with "No Criminal History Found" as a result of your Federal Criminal Background Check will be emailed a link to access your Eligibility Letter.

- You must be prepared to download, save or print the Eligibility Letter when accessing it the first time because you will only be able to access the link once.
- The email link cannot be reset or re-emailed.
- After clicking the emailed link, you will have three attempts to correctly answer your Security Question to retrieve your Eligibility Letter.

Reminder: your Eligibility Letter will be mailed to the address you provided on the Essential Info screen. If unsure of accuracy, please click the back button and verify the information you entered is correct before continuing on with the pre-enrollment process.

amd

Cancel Back Next

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Screen 4 - Input country of birth, city of birth, state/province and county of citizenship.

**IdentoGO** English

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Essential Info > Additional Info > **Citizenship** > Personal Questions > Personal Info > Address > Documents > Location

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit. \* Required Fields

**Citizenship**

\* Country of Birth  
United States

City of Birth  
Harrisburg

\* State/Province of Birth  
Pennsylvania

\* Country of Citizenship  
United States

Cancel Back Next

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Screen 5 - Answer first 2 questions. We do not have an Authorization code please select No.

**IdentoGO** English

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Essential Info > Additional Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents > Location > Date and Time

\* Required Fields

Please answer the questions below. Then click "Next" to continue or "Cancel" to exit.

\* Have you ever used an alias?  Yes  No

\* Is your mailing address the same as your residential address?  Yes  No

\* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?  
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes  No

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Screen 6 - Enter personal information, please make sure information matches what is on your identification card/ driver's license, if it doesnt may cause issues when you go to your appointment.

The screenshot shows the IdentoGO web interface. At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to 'English'. Below this is a dark blue header bar with the text '1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children'. A navigation bar below the header contains several steps: 'Essential Info', 'Additional Info', 'Citizenship', 'Personal Questions', 'Personal Info' (highlighted), 'Address', 'Documents', 'Location', and 'Date and Time'. The main content area is titled 'Personal Information' and includes a note: 'Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click "Next" to continue or "Cancel" to exit.' Below this note are several form fields: a unit selector with 'US' selected and 'Metric' as an option; 'Height' fields with values '5' and '07'; 'Weight' fields with values '165' and 'lbs'; 'Hair/Color' and 'Eye Color' dropdown menus both set to 'Brown'; 'Preferred Language (Receipts & other communication)' dropdown set to 'English'; 'Gender' dropdown set to 'Male'; 'Race' dropdown set to 'Asian'; and 'Ethnicity' dropdown set to 'Non-Hispanic'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'. At the very bottom center, there is small text: '2017 © IdentoGO. All rights reserved. Privacy Policy'.

# Screen 7 - Enter mailing address

**IdentoGO** English

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Personal Info > Additional Info > Citizenship > Personal Questions > Personal Info > **Address** > Documents > Location > Date and Time

Please enter your information below. Then click "Next" to continue or "Cancel" to exit. \* Required Fields

**Mailing Address**

\* Country  
United States

\* Address Line 1  
111 Smith st

Address Line 2

\* City  
Hatboro

\* State/Province  
Pennsylvania

\* Postal Code  
19040

[Cancel](#) [Back](#) [Next](#)

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Screen 8 - Using the drop down, select the document you will use to verify when you go to the appointment. In most cases we use identification card/ driver's licenses. Select the best option for yourself. Depending on your citizenship status what forms you can use will vary.

**IdentoGO** English

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Personal Info > Citizenship > Personal Questions > Personal Info > Address > **Documents** > Location > Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit. \* Required Fields

**Documents**

\* Document  
Driver's License issued by a State or outlying possession of the U.S.

\* Does the name you are enrolling under match the name on all documents selected?  
 Yes  No

**Bring the following Required Identity Documents to your enrollment:**

1. Driver's License issued by a State or outlying possession of the U.S.

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Screen 9 - Enter zip code and hit search, select your desired location from the list and click next on the locaton to schedule.

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

English

Onboarding > Personal Questions > Personal Info > Address > Documents > **Location** > Date and Time

\* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

19040 Use My Location Search

Location	Address	Next 7 Days	Distance
<input checked="" type="checkbox"/> <b>Huntingdon Valley, PA</b> <small>           ID:ID00            2058 County Line Rd            Huntingdon Valley, PA 19006-1739         </small>	2058 County Line Rd	153 appointments available	2.27 mi
<input type="checkbox"/> <b>Willow Grove, PA</b>	2500 W Monroed Rd: Located inside AAA	169 appointments available	2.42 mi
<input type="checkbox"/> <b>Warrington, PA</b>	865 Easton Rd: Located inside AAA	213 appointments available	4.43 mi
<input type="checkbox"/> <b>Elkins Park, PA</b>	7804 Montgomery Ave	345 appointments available	7.62 mi
<input type="checkbox"/> <b>Philadelphia, PA</b>	9475 Roosevelt Blvd: Located inside AAA	117 appointments available	8.13 mi

Hours: Monday - Friday: 10:00 AM - 05:00 PM Saturday: 10:00 AM - 01:00 PM Enrollment Center is located inside Gain' Postal.

Next >

Cancel < Back Next >

Screen 10 - Select date and time from the drop down box. Do not click “ walk in “ as it will not allow you to schedule and you may get denied at some facility without an appointment. If date and time is not what you want, try going back and selecting a different location. Select submit when you are finished.

The screenshot shows the IdentoGO website interface for scheduling an appointment. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". Below the logo is a blue header bar with the text "1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children". A navigation breadcrumb trail shows the following steps: Citizenship, Personal Questions, Personal Info, Address, Documents, Location, and Data and Time (which is highlighted in blue). Below the breadcrumb is a note: "\* Required Fields".

The main content area contains the following elements:

- A paragraph of instructions: "Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location."
- A section titled "Appointment Date and Time (first available displayed by default)". It includes two dropdown menus: "Select Date" (showing "Monday, Sep 9th") and "Select Time" (showing "11:30 AM"). To the right of these is a checkbox labeled "Walk In" which is currently unchecked.
- A red-bordered note box: "Note: Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing."
- A "Location Details" section with a map icon and the following text: "IdentoGO, 3058 County Line Rd, Huntingdon Valley, PA 19006-1739". To the right of this text is the note: "Enrollment Center is located inside Goiv' Postal."
- At the bottom of the form are three buttons: "X Cancel", "< Back", and "Submit >".
- At the very bottom center, there is small text: "© 2017 IdentoGO. All rights reserved. Privacy Policy".

Screen 11 - This is your appointment information screen, you will see time, date, and location of your appointment along with cost and a list of what payment methods are accepted. You will also be able to cancel your appointment if you made the wrong date/location/time,etc. We would recommend taking a picture of this page with you to your appointment in case the service code or any confirmation is needed.

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

[Print Status](#)

Status as of 10/09/2024

**Pre-Enrolled**

You have successfully pre-enrolled.

**Service Details:**

Date: **10/09/2024**  
UE ID: **UZSV-5R4FKX**  
Applicant: **Unknown**  
Service: **1KG756 - DHS-Employee >=14 Years Contact w/ Children**  
Estimated Amount Due: **\$26.20**

**We accept the following methods of payment:**

Authorization Code, Business Check, Money Order, Credit Card



Card holder must be present at the time of payment.

Cash will not be accepted.

**Important!**

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.

Legal Name must match exactly on all identification documents brought to enrollment.

1. Foreign Passport

All ID Documents must be the originals. Copies will not be accepted.

- Remember the answer to your security question.
- You must be prepared to download, save or print the Eligibility Letter when accessing it the first time because you will only be able to access the link once.
- The email link cannot be reset or re-emailed.
- After clicking the emailed link, you will have 3 attempts to correctly answer the security question.

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children Appointment Details:**

**Philadelphia, PA**

[IdentoGO](#)  
7201 Frankford Ave  
Philadelphia, PA 19135-1010  
[View Map](#)

**Appointment Time:**

10/10/2024 @ 4:10 PM

The Enrollment Center is located inside of MayFair Hub.

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#)

[Reschedule Appointment](#)

Done