



## Department of Aging Fingerprint Instructions

Below are instructions for obtaining fingerprints for the Department of Aging. Please read the instructions carefully.

### **To schedule a fingerprinting appointment:**

1. Go to <https://uenroll.identogo.com/>
2. Enter code **1KG8RJ**.
3. Select "Schedule or Manage Appointment".
4. Read through acknowledgements and make your selection. Click on "next".
5. Complete your personal information and click on "next".
6. Enter "3201" in the Facility ID box and click "Search". The Transitional Care Unit at Nazareth Hospital will be selected. Click "next".
7. Select Philadelphia for the county and select the position that closest matches your title. Click on "next".
8. Complete your Citizenship information and click "next".
9. Answer all the question by clicking either "yes" or "no" (we do not provide a coupon code or authorization code), and click "next"
10. Enter your Personal Information and click on "next"
11. Enter your Mailing Address and click on "next"
12. Select the Document you will be bringing with you as ID to the fingerprinting location as well as using for enrollment purposes. Click on "next".
13. Enter and select the postal code in which you would like to be fingerprinted. Click "next".
  - a. **\*\*Note – this must be completed at a location in Pennsylvania.**
14. Select a date, time and location that is convenient for you and click on "Submit".

Fingerprints must be completed prior to orientation and final results are required prior to working. Failure to do so will result in a delay in your start date.

You can check the status of your fingerprints online at <https://uenroll.identogo.com/service-code-lookup> or by calling 855-845-7434 for assistance.

The fee to complete this process will be your responsibility and is a condition of employment.

**Human Resources**