



The Commonwealth of Pennsylvania now requires that hospital colleagues who have a “significant likelihood or regular contact with children in the form of care, guidance, supervision or training” obtain the following background check as a condition of employment. As a newly hired colleague to Trinity Health Mid-Atlantic, you will be required to complete the FBI Criminal Background check. Failure to comply with this requirement may result in your start date being delayed.

You must be fingerprinted through Identogo for the FBI Fingerprint clearance. The fingerprint-based background check is a multi-step process.

1. You are required to first register with Identogo through the website:
<https://uenroll.identogo.com>. ***Please use Service Code- 1KG756***
 - a. It is your responsibility to schedule an appointment to be fingerprinted at an Identogo location.
2. Attend your scheduled fingerprinting appointment.
3. Once you have received your results, please send a copy to HR.
 - a. Email results
 - i. Results are sent to your email address with a **one-time use link**. These results can only be accessed one time and can only be opened on a desktop computer (**NOT** a mobile device). Please download these results to your computer and send a copy to HR.
 - b. Paper results
 - i. A hard copy of your results will also be mailed to your home address. These must only be sent to HR if you have **NOT** already sent the email version of your results.

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

Human Resources