

## Applicant

To have your fingerprint scan performed, you must complete a live scan fingerprint session at an IdentoGO center operated by Idemia (MorphoTrust). Follow the instructions below to complete that process.

## Schedule a fingerprint appointment

- Visit the IdentoGO website for Pennsylvania at: <https://www.identogo.com/locations/pennsylvania>
- Select "Digital Fingerprinting"
- Enter the "Service Code" and select "Go".
  - » The "Service Code" is provided in the To Do List Requirement from your myCB account that you downloaded this instruction packet from.
- Select "Schedule or Manage Appointment".
- Enter your required personal identifying information (name, dob and contact information) and select "Next".
- Employer Information screen: The system has a bug that requires you to enter information, however the DHS does not require it for processing of your request. If you know your employer info you can enter it, however if you do not, simply enter fake information like the below and then select "Next" to bypass this screen.
  - » Employer Name: N/A    » Country: United States    » Address: 1 Not applicable    » Enter any city/state/zip
- Enter your citizenship information (country of birth, state of birth and country of citizenship) and select "Next".
- Answer the personal questions and select "Next".
  - » For "Do you have an Authorization Code..." select "No".
- Enter further personal information (height, weight, hair/eye color, etc.) in all required fields and select "Next".
  - » If you answered that you had used alias names, you will be prompted to enter them on this page.
- Enter your Mailing Address.
  - » If you previously stated that your mailing and residential addresses were not the same, you will be prompted to enter both here.
- You will need to choose the document type that you will bring with you to your fingerprint scan appointment to provide proof of identification (this is required).
- Select the live scan fingerprinting location that you would like to use to complete your fingerprint scan.
  - » Enter a ZIP Code or City/State and select "Search" and you will see a list of locations nearby. Click on the arrow next to the Location name to expand a drop down with further information on the hours of operation for that location.
  - » Once you have found a location that you would like to use, select "Next".
- Schedule your appointment date and time at the location you chose and select "Submit".
  - » You can choose to perform a "walk in" where you do not specify a date/time. However, if you do this the people with appointments will have priority and you may have to wait for an available technician.
- On the Service Summary page you will see the information from your registration and scheduled appointment.
  - » You should print this page out for your records and take it with you to your scheduled appointment.
  - » There is an option on this page to cancel or reschedule your appointment.
  - » This page will show you the amount due and the method of payments accepted. You must have your payment with you when you go to your scheduled fingerprint scan appointment.
- Login to your myCB account and enter the date you completed your online registration to complete your requirement.

If you have any questions about the registration process, please contact IdentoGO at 855.845.7434.

## Attend your scheduled fingerprint appointment

- Go to the location on the date/time you scheduled your appointment to complete your fingerprint scan submission.
  - » Make sure that you bring both your document ID and payment method with you to your session.

## Update your myCB account with Scan Date

- Login to your myCB account and enter the date you completed your fingerprint scan.

## Upload Results

- When you receive your results from the state agency, upload a copy to your myCB To Do List Requirement for review.