

## **FBI Fingerprinting Process - INTERNATIONAL STAFF**

The FBI Fingerprinting process requires you to preregister at this website:

[http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_2679\\_08.pdf](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_2679_08.pdf)

Scroll and click on blue "Clearances" box.

Scroll and click on third bullet point "Federal Bureau of Investigations (FBI) Criminal History Clearance." Scroll to & click on [www.identigo.com](http://www.identigo.com).

Click on blue "Get Fingerprinted" box in top right.

Select "Pennsylvania" in the state field & hit Go.

Scroll to bottom of page and select "Fingerprint Card."

\*\*\* Click the left arrow "Back to Home." \*\*\* ( This is important step, but easily missed.)

Enter the service code **1KG756** where directed & hit Go.

Scroll to fourth option & select it: "Submit A Fingerprint Card by Mail." Hit Continue.

Complete all the required fields in the Identogo enrollment information pages, using the following for the Employer fields:

***Lutheran Camping Corp of Central Pennsylvania***

***1033 Nawakwa Road***

***Biglerville, PA 17307***

Once fingerprint cards are mailed to you & you have gotten prints taken, you will mail the cards to this address:

***Identogo Cardscan Dept – PA Program***

***340 Seven Springs Way, Suite 250***

***Brentwood, TN 37027***

The fingerprinting costs around \$25.