

## Instructions for FBI clearance

1. The applicant must register prior to going to the fingerprint site. Registration is completed online. During the registration process, all demographic data for the applicant is collected (name, address, etc.) so there is no data entry required at the fingerprint collection site.
  - **Online Registration** is available online at [www.identogo.com](http://www.identogo.com).
  - **Select “Get Fingerprinted” at the top of the page.**
  - **Choose PA for your state and follow the prompts. When you get to the code it is: 1KG6TR**
  - **Follow the prompts to register for fingerprinting.**
2. The applicant proceeds to the fingerprint site of their choice for fingerprinting.
  - Ephrata Public Library  
550 S. Reading Road, Ephrata, PA 17522  
Monday-Thursday 9am-7pm; Friday 9am-5pm, Saturday 9am-1pm
  - Elizabethtown Public Library  
10 S. Market Street, Elizabethtown, PA 17022  
Monday 12:30pm-7:30pm; Tuesday-Thursday 9:30am-7:30pm; Friday 9:30am-12:30pm;  
Saturday 9:30am-3:30pm
3. The applicant then brings the receipt to their employer for verification. The receipt should have a UEP# on it.
4. The employer will then go online and retrieve the official report.