PHILADELPHIA PARKS & RECREATION

FBI Clearances

1. Pre-register online at https://uenroll.identogo.com
2. Use code 1KG756 in the box specified
3. Click "Schedule or Manage Appointment"
4. Complete each required information tab (Essential Info, Citizenship, Personal Questions, Personal Questions, Personal Info, Address, And Documents)
5. When an applicant is on the Location tab, they must enter Philadelphia, PA in the box provided
6. Once a location is entered a list of fingerprinting centers will populate along with appointment availability (*If a fingerprinting center shows no available appointments, please verify by selecting that center and confirming on the next page when directed*)
7. Please select a fingerprinting location with the earliest availability as selecting a later date/time can affect the time in which results are received
8. Once a time is selected and scheduled, applicants will be directed to a "Service Summary" page that summarizes the price ($24.95) and appointment date and time
9. Please select "DONE" once applicant confirms all information is accurate on the "Service Summary" page, email confirmation should be received
10. **Check inbox and/or spam as FBI Clearance may be sent via email from *pasafecheck.identogo.com*. It is a one-time use link. Print or screenshot & save the document for submission to HR; it is an acceptable version. You will also receive a hard copy in the mail.**

Everyone MUST Pre-register

Please be sure to bring with you the same type of identification that you selected on the Documents page

Walk-ins are accepted after pre-registration, but there is no guarantee that you will be able to complete the fingerprinting on that day; Appointments are recommended

FBI reports must be submitted to Parks & Recreation Human Resources Unit within 30 days of your start date. Failure to comply will result in the immediate termination.

Human Resources Unit
1515 Arch Street, 10th Floor, Philadelphia PA 19102
Office: (215) 683-3600; Fax (215) 683-3692