FBI Fingerprinting Registration Instructions (IdentoGO) for VU Student Volunteers

1. Student volunteers will need to obtain an Authorization (Coupon) Code and Site Code from their Program Director prior to registering.

2. The registration process is completed online at https://uenroll.identogo.com.

3. You will be prompted to enter a Service Code to begin enrollment. Student volunteers will register under the Department of Human Services (DHS). The Service Code for DHS volunteers is 1KG6ZJ.
4. On the next screen select Schedule or Manage an Appointment.

5. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information. You must indicate you have an Authorization (Coupon) Code. Please note that you are now able to request that your clearance results be mailed to your local address at Villanova University which may expedite your receipt and, in turn, your ability to provide the results to your Program Director or upload them to your Novasis account as explained in the **Uploading Clearance Results** section below. You will be prompted to select a required proof of identification to bring with you when being fingerprinted. Please see below for a list of acceptable documents. Public Safety has requested that applicants bring a driver’s license or state ID card, if possible.
6. On the Location selection screen in the ‘Search for an Enrollment Center by Postal Code, City and State, or Airport Code’ field you will enter the Site Code provided to you by your Program Director. Please note that you cannot copy and paste the code into this field. With this code you will be able to walk in to VU Public Safety to have your FBI fingerprints done.

7. Select the Garey Hall location and click Next.

8. Enter your Authorization (Coupon) Code and click Next.

9. On the Appointment Date and Time screen, check the box for Walk In and then Submit.
10. Please print your Service Summary Report or record your Universal Enrollment Identification number (UEID). The UEID will assist VU Public Safety in retrieving your registration.

11. Once the registration is complete you will receive a confirmation email.

12. Take the confirmation email or your UEID along with the preferred method of identification you selected during the registration process and your Authorization Code to VU Department of Public Safety for fingerprinting.

13. The fingerprint scan process takes approximately 10-15 to complete and will require your picture to be taken. Registrants will receive their results in the mail. Please note that you are now able to request that your clearance results be mailed to your local address at Villanova University which may expedite your receipt and, in turn, your ability to provide the results to your Program Director or upload them to your Novasis account as explained in the Uploading Clearance Results section below.

14. Once the results are obtained, upload a copy to your Novasis account for further review and keep the original. See section on Uploading Clearance Results for additional instructions. Please do not upload a copy of your FBI confirmation email.