



FBI CLEARANCE GUIDE (PENNSYLVANIA)

CADETS ARTS & ENTERTAINMENT, INC.

Follow this guide to obtain your FBI Background Clearance.

This guide is for Pennsylvania residents only.

1. VISIT IDENOGO WEBSITE

Visit enroll.identogo.com

2. ENTER SERVICE CODE

Volunteers should enter 1KG6ZJ

Paid Staff should enter 1KG756

3. SCHEDULE APPOINTMENT & FOLLOW PROMPTS

Choose Schedule or Manage Appointment.

Follow the prompts to choose a time and location to be fingerprinted. Note: payment is not taken online for this clearance. You will be asked to pay when you arrive to be fingerprinted.

4. RECEIVE CLEARANCE & UPLOAD TO THE CADETS HR SYSTEM

Your FBI Fingerprint Clearance will be mailed to you within six weeks. You'll need to scan it or take a clear photo and upload it to The Cadets HR System. Contact Michele Teevan for assistance at mteevan@cadets.org.