



Clearance Instructions for Westminster Presbyterian Church

FBI Finger Prints

Step 1

Registration

This process requires that you go to an official fingerprinting facility in person to have your prints recorded digitally. The following steps will help you choose a convenient location and make an appointment.

- Go to the Identogo website at <https://www.identogo.com/>
- Click the “get fingerprinted button”




- Select Pennsylvania from the menu and click go

Select a Fingerprinting Service by State

Step 1

- Select Digital Fingerprinting



Digital Fingerprinting


Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.

Registration

- Enter the following service code
 - **1KG756** –Volunteers that have contact with children & church staff

Enter your Service Code to get started.

- Click schedule or manage appointment



[Schedule or Manage Appointment](#)
Schedule an in-person appointment or change an existing appointment.

Step 1

- Fill out your personal & contact information
- Enter the following information for the employer page
- Complete citizenship questions

Registration

Employer Information

Employer Name
Westminster Presbyterian Church

Country
United States

Address Line 1
2040 Washington Road

Address Line 2

City
Pittsburgh

State/Province
Pennsylvania

Postal Code
15241

Step 1

Registration

- On the personal questions page, select NO for the third question

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process. Yes No

- Complete additional personal questions
- For documentation, select a legal document from the list that you will physically bring with you to your appointment to prove identity. It must be current and not expired. You may want to write down what you chose, so you remember what to bring to the appointment.

Step 1

Registration

- Search for appointment locations by zip code. The below location is the Upper St Clair Police Department, which is very close to the church. However, you may choose any location that suits you

▼ Pittsburgh, PA 1820 McLaughlin Run Rd

📍 [IdentoGO](#)
1820 McLaughlin Run Rd
Pittsburgh, PA 15241-2300

Hours:
Monday - Friday: 10:00 AM - 02:00 PM

- You MUST select an appointment time, most locations will not allow walk in appointments, and you will have to complete this process over again.
- Print your service summary or take a screen shot of the page to take to your appointment.

Step 2

Getting Fingerprinted & Follow Up

- Go to the location you selected at your appointment time. Here is what you need to bring with you
 - The ID you selected in the registration process
 - Your authorization code
 - A form of payment
- After your appointment, please save your receipt and turn it into the church Business Administrator for reimbursement.
- Approximately one week after your appointment, **you should receive your documentation in the mail. Please deliver this to Laura Ecklin physically by placing in her church mail box, or digitally by emailing to Ecklin@Westminster-church.org**

Contact Information & Help

If you have questions or need assistance, contact

Laura Ecklin

Associate Director of Youth Ministry

Ecklin@Westminster-church.org

412-835-6630 ext 225