



Parish and non-school employees/volunteers

All required current and/or prospective employees or volunteers should select the DHS-OCYF (Department of Human Services-Office of Children, Youth and Families) option.

- Go to <https://uenroll.identogo.com/>
- The following are service codes needed to register:
 - **1KG738** for Child Care Services/Program Employee and/or Contractors 18 and over.
 - **1KG756** for Employees 14-17 years old that have contact with children
 - **1KG6ZJ** for **Volunteers**.
- You should then click on *Schedule or Manage Appointment* and complete the required information.
- Payment is made at the time of the fingerprinting.
- For fingerprint locations please visit the following website:
<https://www.identogo.com/locations/pennsylvania>

- If none of the above codes apply to you please do the following to identify the appropriate code:
 - To determine what your service code is please click on the *Click here* button under don't know your service code.
 - Next select the state/program for your ORI from the drop down menu for example Pennsylvania.
 - Next choose or DHS-OCYF (Department of Human Services-Office of Children, Youth and Families) from the drop down menu
 - Next select your Reason for Fingerprinting from the drop down menu i.e. Volunteer, Employees 14-17, Foster Parent, Child Care Services/Program Employee and/or Contractors, etc.