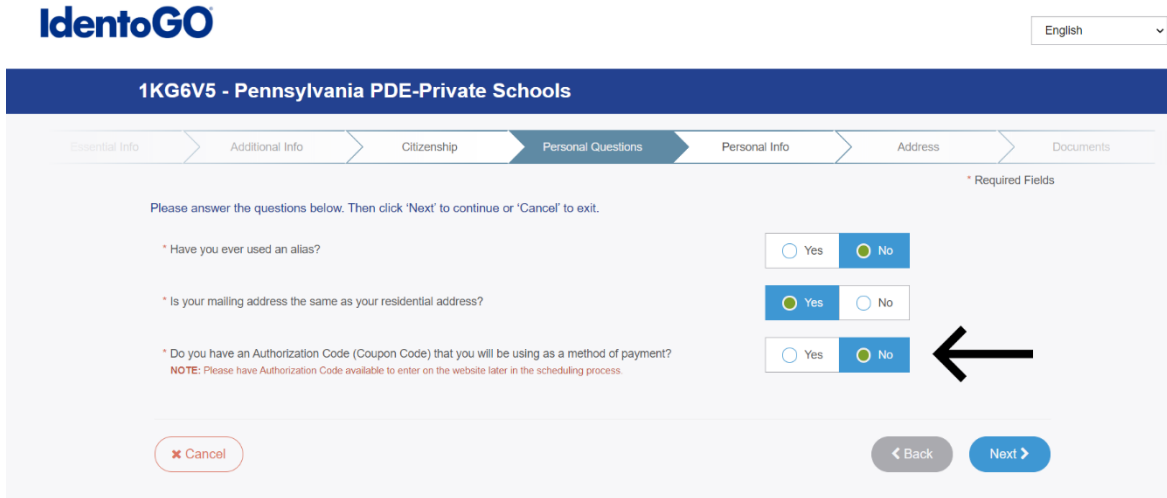




The FBI clearance

1. The FBI Clearance cost is \$23.85 and can be completed at: <https://uenroll.identogo.com> when registering for the FBI clearance please make sure you **use code 1KG6V5**. When you register you will receive a **UE ID number**, please **contact Tammy Wilson**, Human resources **with that number** so she can print out your results after you are fingerprinted. You can find a list of fingerprint sites in your area on the underlined site above.
2. Once you are at the FBI Clearance website linked above enter the service code 1KG6V5
3. On the next page hit **Schedule or Manage an Appointment**.
4. Fill in all of your information on the Essential Info Page then hit Next.
5. Fill in all information on Additional Info page and hit Next.
6. Fill in all information on Citizenship page and hit Next.
7. On the **Personal Questions Page** be sure to select **NO** when asked if you have an **Authorization Code**. BHA **does not** provide one.

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English

1KG6V5 - Pennsylvania PDE-Private Schools

Essential Info > Additional Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents

* Required Fields

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

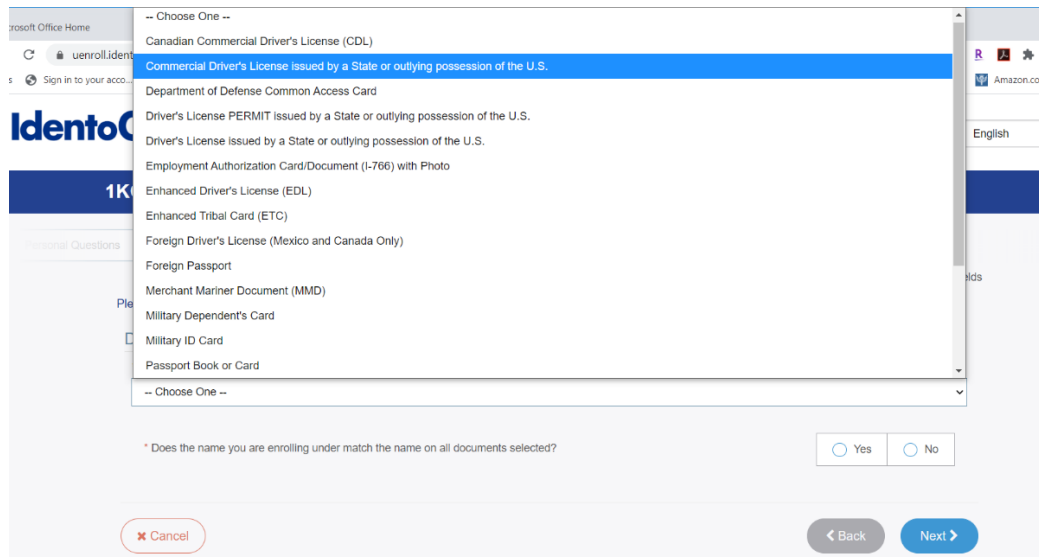
* Have you ever used an alias? Yes No

* 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? Yes No

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

8. Once on the **Documents Page**, select the documents you will be bringing with you to your enrollment. Then hit Next.

Microsoft Office Home

uenroll.idento

Sign in to your account

IdentoGO

1K6V5

Personal Questions

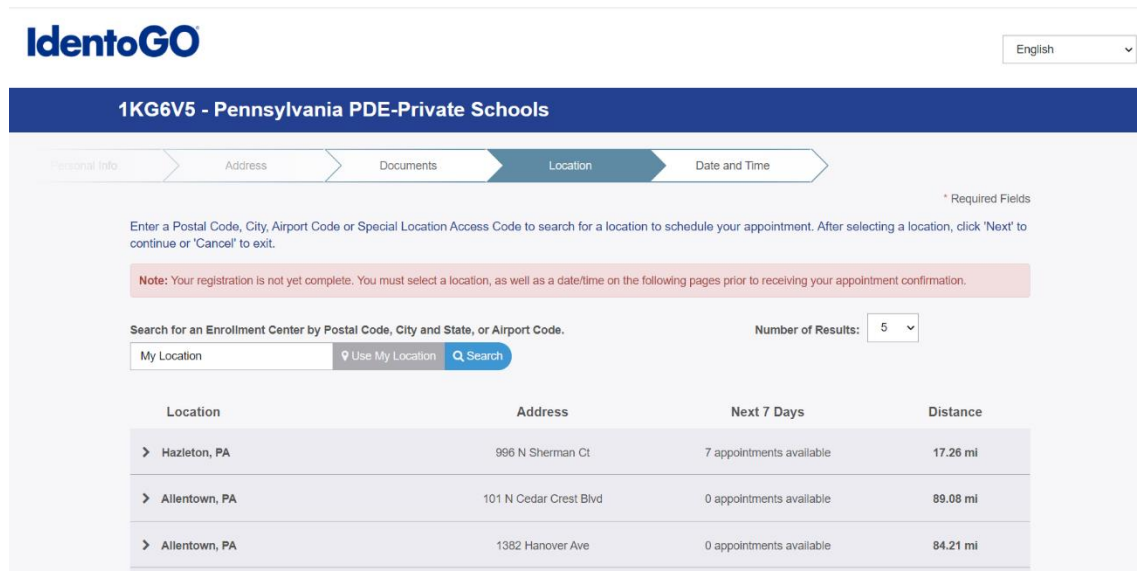
Please

Yes
 No

-- Choose One --
 Canadian Commercial Driver's License (CDL)
 Commercial Driver's License Issued by a State or outlying possession of the U.S.
 Department of Defense Common Access Card
 Driver's License PERMIT issued by a State or outlying possession of the U.S.
 Driver's License issued by a State or outlying possession of the U.S.
 Employment Authorization Card/Document (I-766) with Photo
 Enhanced Driver's License (EDL)
 Enhanced Tribal Card (ETC)
 Foreign Driver's License (Mexico and Canada Only)
 Foreign Passport
 Merchant Mariner Document (MMD)
 Military Dependent's Card
 Military ID Card
 Passport Book or Card
 -- Choose One --

* Does the name you are enrolling under match the name on all documents selected?

9. Once on the **Location Page** you will see a list of the different locations nearby that you can choose from. Select your location and hit Next.



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Personal Info > Address > Documents > **Location** > Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

My Location

Location	Address	Next 7 Days	Distance
> Hazleton, PA	996 N Sherman Ct	7 appointments available	17.26 mi
> Allentown, PA	101 N Cedar Crest Blvd	0 appointments available	89.08 mi
> Allentown, PA	1382 Hanover Ave	0 appointments available	84.21 mi

10. You will then be at the **Service Summary Page** where you will fill in your final bit of information which includes payment information for your enrollment.



"A Non-Profit Health Care Foundation"

325 Alum Street, Lehigh, PA 18235

610-379-1266

bhaeducation.org
bhaservices.com

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Service Summary

Pennsylvania

Current Service:

1KG6V5 - Pennsylvania PDE-Private Schools

[Print Status](#)

Status as of 08/04/2020

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/04/2020
UE ID: UZSV-3719YX
Applicant: ruthann getten
Service: 1KG6V5 - PDE-Private Schools
Estimated Amount Due: \$23.85

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Cash will not be accepted

11. Once completed you will receive a **UE ID #**. This is the number you need to supply to Ruthann or the whole recipe you receive from the transaction.
12. This number will be used to view/print your results once you have been fingerprinted.