

## New Fingerprinting Procedure as of Jan. 16, 2025 for Volunteers

All appointments can be made online or by phone at:

Website: <http://uenroll.identogo.com/> or Call Center 1-877-503-5981

**URGENT: ONCE YOUR FINGERPRINTING HAS BEEN DONE, KINDLY SUBMIT A COPY OF YOUR RECEIPT TO JANET POLIDORA, SAFE ENVIRONMENT COORDINATOR, AT THE ST. JOAN OF ARC RECTORY. THIS WILL ENSURE THAT THE PROCESS IS MONITORED UNTIL IT IS COMPLETED.** IF YOU WISH TO BE REIMBURSED FOR THIS EXPENSE, KINDLY INDICATE IT ON YOUR RECEIPT.

How do you schedule your fingerprint appointment?

1. Launch your favorite browser.
2. Enter the following url: <http://uenroll.identogo.com/>
3. You will see a screen that asks for a service code. The service code is **2F1J3Y** (That's 2 cap F one cap J three cap Y)
4. Click on the first option: Schedule or Manage Appointment
5. Please enter your information as prompted.
6. This is the section where you enter your Parish TRE code.
7. The code for St. Joan of Arc is **TRE093** (Full caps, no spaces, no dashes. That's cap T Cap R Cap E zero nine three).
8. Enter your location in the box provided
9. This section relates to your citizenship — please choose the appropriate response.
10. If you have a maiden name this is the section where you would indicate that or any other alias (known) names you may have used.
11. Next, it continues to ask for more of your information: mailing address, etc.
12. You will need to choose which documentation you will be presenting at the fingerprint site — ONCE YOU CHOSE, YOU MUST

BRING THAT DOCUMENT TO YOUR APPOINTMENT. FAILURE TO DO SO MAY RESULT IN BEING TURNED AWAY.

BELOW IS A LIST OF DOCUMENTS THAT ARE ACCEPTED:

Canadian & Mexican Driver's License (NonCommercial)	Enhanced Tribal Card
Any Driver's License or Permit issued by a State	Merchant Marine Documents
Personal ID Card with a logo from a local government agency	Passport Book or Card
Federal ID Card with a seal or logo from a Federal agency	Permanent Resident Card/Green Card
	Photo ID Waiver for Minors
	State ID Card with seal or logo from State or State Agency

13. Next, a confirmation page of what you have chosen to bring and what it will match the name you have submitted.
14. Now you will choose the location for your fingerprint scan. Please choose the site that is most conveniently located for you.
15. Then choose your date and time of your fingerprint scan you wish to attend.
16. The next page is a service summary which states your pre-enrollment and your appointment confirmation. Payment is made at the time of your appointment. Please remember to retain your receipt and turn it into the Rectory for reimbursement.
17. You will also receive an email confirming your appointment. The new procedure is very simple and very easy to use. You don't even have to pay until you get there.

If you have any questions, please contact Janet Polidora, Safe Environment Coordinator, [janetpolidora1955@gmail.com](mailto:janetpolidora1955@gmail.com) or at 856-979-7486. Thank you!

**PLEASE SUBMIT A COPY OF YOUR RECEIPT FROM FINGERPRINTING TO ENSURE MONITORING THE RECORDS UNTIL THEY ARE COMPLETED**