

## FBI CRIMINAL BACKGROUND CHECKS FOR STUDENT INTERNS

### ST. LUKE'S UNIVERSITY HEALTH NETWORK

St. Luke's University Health Network requires Federal Bureau of Investigation (FBI) criminal background checks for all student interns:

1. Register your personal demographic information (name, address, SSN, etc.) prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com/>.
2. Applicants should type in **1KG6ZJ** as the service code.
3. Click on Schedule or Manage Appointment and complete all required information. You will be directed through several screens. One screen will ask if you have an authorization code (coupon code), select No.
4. The last screen will prompt you to locate the area you live closest to and then to register a time/day for your fingerprints to be scanned. Make sure to print a confirmation of submission and take with you to the screening site, along with the photo ID you indicated during registration that you would present.
5. Payment (\$21.35) will be charged at the fingerprinting site.
6. Upon arrival at the fingerprint location, the applicant's identity will be verified with a qualified State or Federal photo ID before processing the applicant's transaction.
7. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
8. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
9. Pennsylvania Department of Health will receive the FBI Criminal History Record from the FBI. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied."
10. The applicant will provide the original FBI Criminal History Record via mail or hand deliver to their school program director. Please plan accordingly and allow 10 -14 days prior to the date your paperwork is due for FBI Criminal History Record to be processed. Students will not be eligible to begin their internship if the FBI Criminal History Record has not been returned in the required time frame.