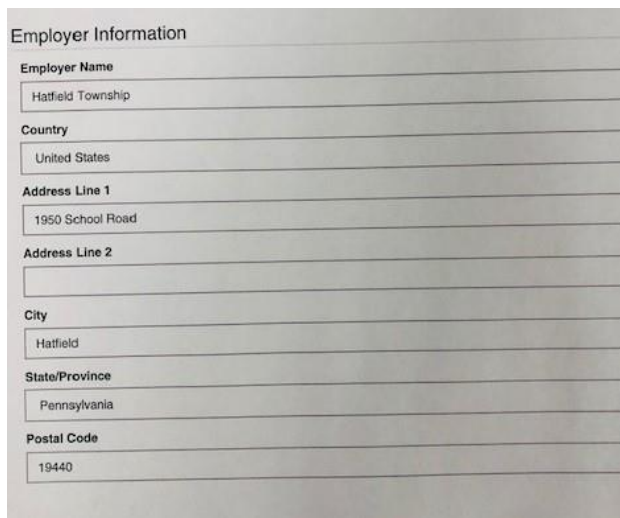


For your **FBI Background Clearance (Fingerprint)**:

- Log on to the following web site:
<https://www.identogo.com/locations/pennsylvania>
- Select **Digital Fingerprinting** at the bottom of the page.
- Enter Service Code: **1KG738**
- Select option: **Schedule or Manage Appointment.**
- Enter required information.
- Enter Employer Information. See Screenshot below.



The screenshot shows a form titled "Employer Information" with the following fields and values:

Employer Name	Hatfield Township
Country	United States
Address Line 1	1950 School Road
Address Line 2	
City	Hatfield
State/Province	Pennsylvania
Postal Code	19440

- Enter Citizenship information.
- Answer the questions provided.
- Please make sure you click **NO** when asked “do you have an authorization code?”
- Enter personal information.
- Enter Home Mailing Address.
- Enter in documentation that you are bringing with you to the Identogo location.

- Driver's licenses
- Passport
- If none of the above, choose "Photo ID Waiver for Minors" if you are a minor. Please bring school ID and waiver when getting fingerprinted.
- Select a fingerprinting location that accepts appointments.
- Schedule a date and time for your appointment.
- Print out "**Service Summary**" to bring with you when you at your appointment.

IMPORTANT!!

Fee: \$23.85

You **MUST** save your receipt of payment **AND** submit **BOTH** your receipt and your clearance to Hatfield Township. You will be reimbursed the cost of the clearance.

All required clearances **MUST** be submitted to Hatfield Township in order to begin working.
