



## DIOCESE OF CAMDEN

### *Office of Child and Youth Protection*

*We can be sure that we love God's children when we love God and do what He has commanded. 1 John 5:2*

Fingerprint process for parish employees, parish volunteers and school volunteers.  
(School employees follow a different process.)

Effective February 17, 2020.

1. A Microsoft web browser like Internet Explorer or Edge is recommended.
  2. Enter the following url: <http://uenroll.identogo.com>
  3. Enter this Service Code to get started: **2F1J3Y**
  4. Click on the first option: Schedule or Manage Appointment
  5. Enter your information as prompted. Note that your legal name must match exactly the name on the identification document you are bringing to the fingerprint location. Click Next when you have completed the page.
  6. This page informs you that payment is now required at the fingerprint location. Only a credit card, business check or money order is accepted. No personal check and no cash. Click Next.
  7. Enter the Contributor's Case Number. This is six-digits beginning with the letters CAM that is given to you by the parish or school safe environment coordinator and is specific to your location. **St. Rose's Contributor Case Number is CAM194.** If you enter the wrong number here, you will not receive a clearance letter. Click Next.
  8. This page is your citizenship. Enter requested information. Click Next.
  9. Answer the two questions. Click Next.
  10. Enter your personal information. Click Next.
  11. Enter your mailing address. Click Next.
  12. Select from the drop down menu the document you will be bringing to the fingerprint location. Click Next.
  13. Enter your zip code to find the nearest fingerprint locations to you. Click Search. Select the location, the date and the time and click on Submit. It is strongly recommended that you give yourself plenty of time and arrive early.
  14. This will take you back to the page with the payment information. At the bottom of the page you will see your scheduled appointment. Click on Done.
- If your parish or school reimburses the expense of the fingerprinting, please make sure you give the receipt to the safe environment coordinator.

*February 2020*