

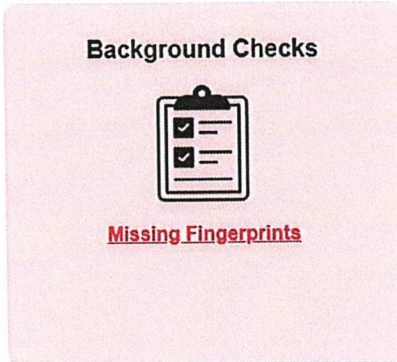


Diocese of Trenton – How do I schedule my Fingerprint Appointment?

In order to volunteer or be employed you will need to schedule an appointment with IdentoGo they must follow the following steps.

1. Log into your VIRTUS account.
2. Click on the **RED** background check tile

*Contributor Case
Number =
TRE 009*



3. Click on the words – **“MISSING FINGERPRINTS”**
4. You will receive this screen:



5. Click on ****Click HERE TO BEGIN YOUR FINGERPRINT CHECK****
6. This will drive you to a new window to the site for IdentoGo
 - The service code will be automatically populated by the role you have chosen on your VIRTUS platform/Account
 - See screen below

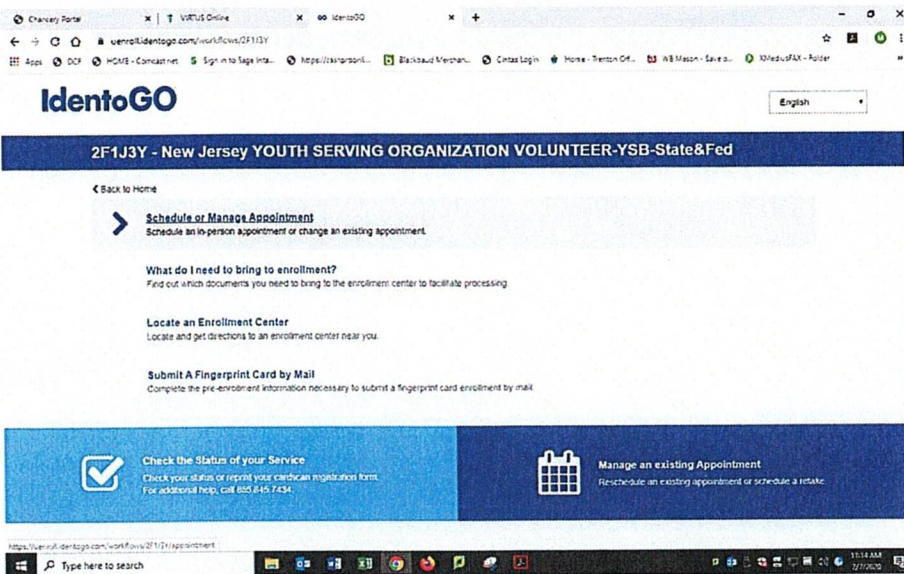
2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

[← Back to Home](#)

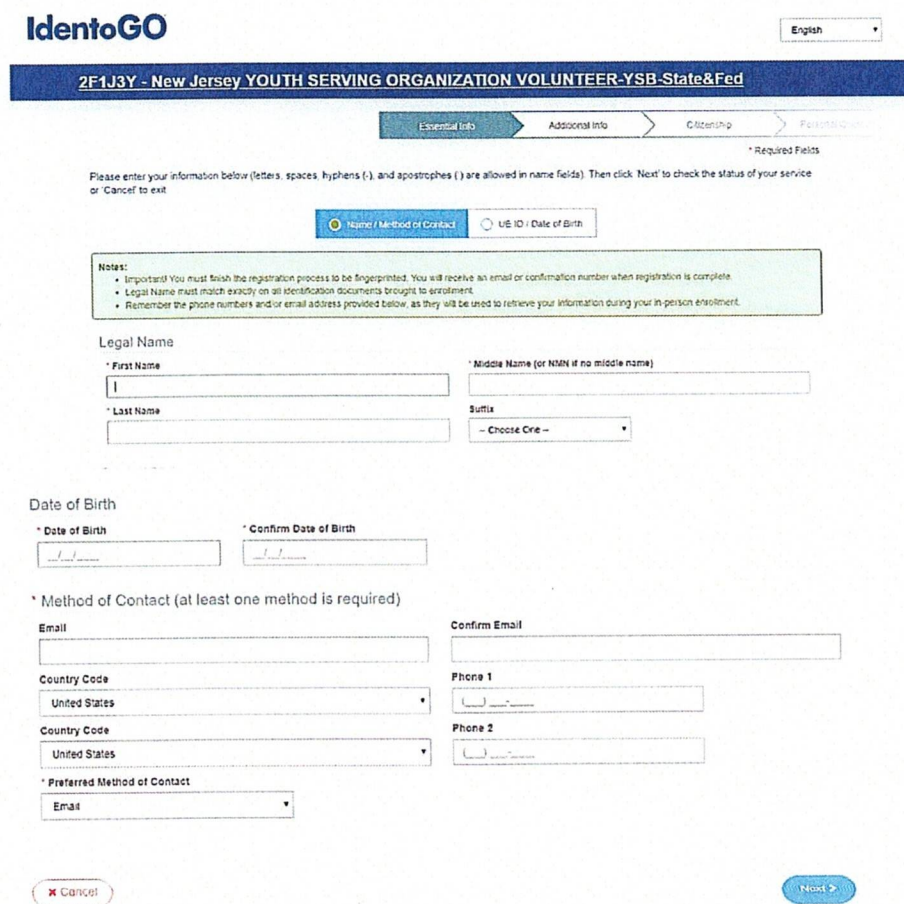
Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

The service code is: **2F1J3G – Employees** **2F1J3Y - Volunteers**

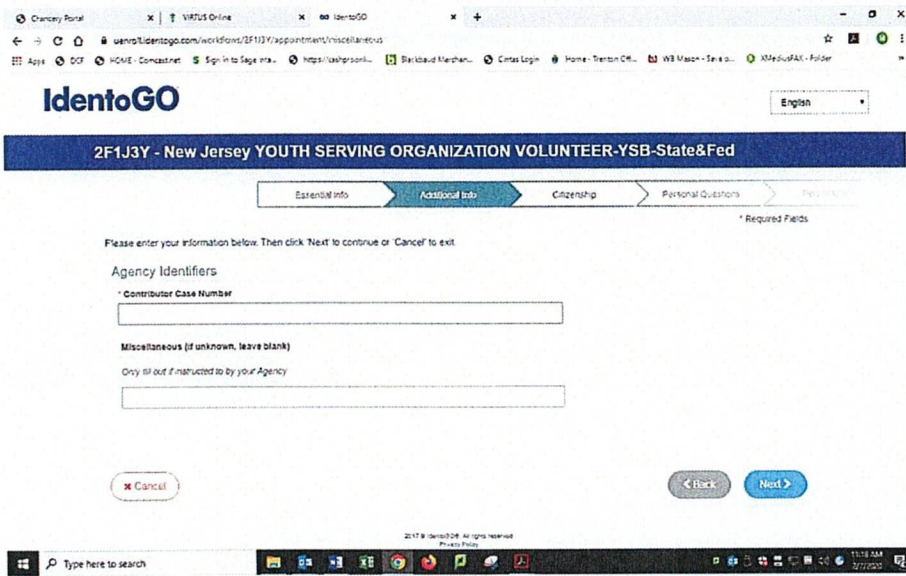
7. You will click on the first option: Schedule or Manage Appointment



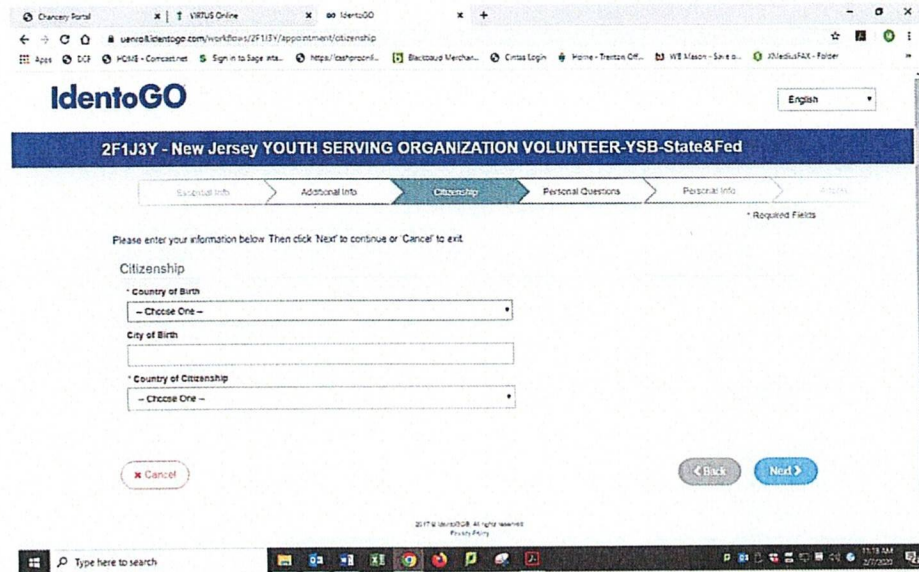
8. Please enter your information as prompted.



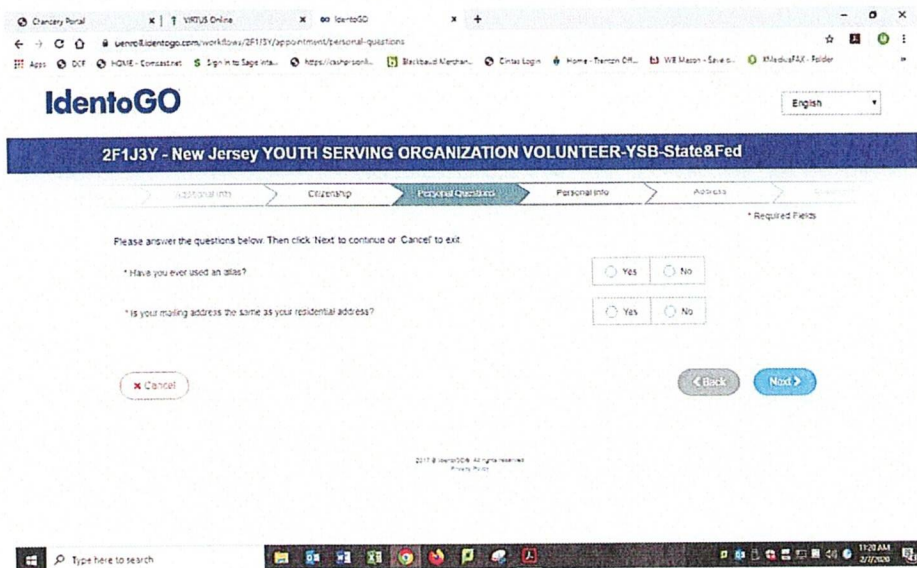
9. This is the section where you enter your parish TRE code.
10. This should have been provided to you by your parish location.
11. Please enter your location name in the Miscellaneous box.



12. This section relates to your citizenship – please choose the appropriate response.



13. 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.



Chancery Portal | VIRTUS Online | IdentoGO

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Personal Questions | Personal Info | Address | Documents | Location

Please enter your information below (letters, spaces, hyphens (-) and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Alias

* First Name * Middle Name (or NMN if no middle name)

* Last Name Suffix

Personal Information

US Metric

* Height ft in * Weight lbs * Hair Color * Eye Color

* Preferred Language (Receipts & other communication) * Gender * Race

14. Continuation of your information: mailing address, etc.

Chancery Portal | VIRTUS Online | IdentoGO

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Personal Questions | Personal Info | Address | Documents | Location | Date and Time

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

15. 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 YOU BEING TURNED AWAY.

Chancery Portal | VIRTUS Online | IdentoGO

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Personal Info | Address | Documents | Location | Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

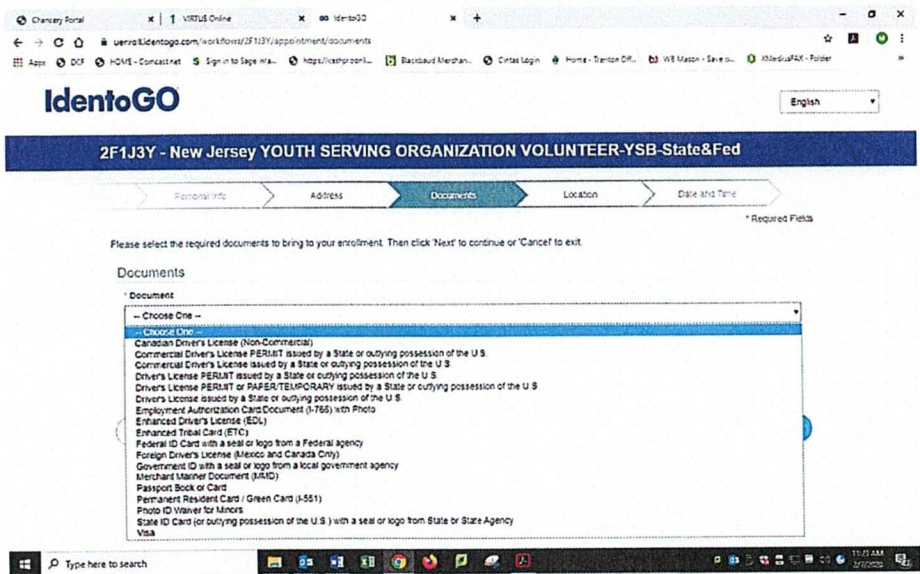
Documents

* Document

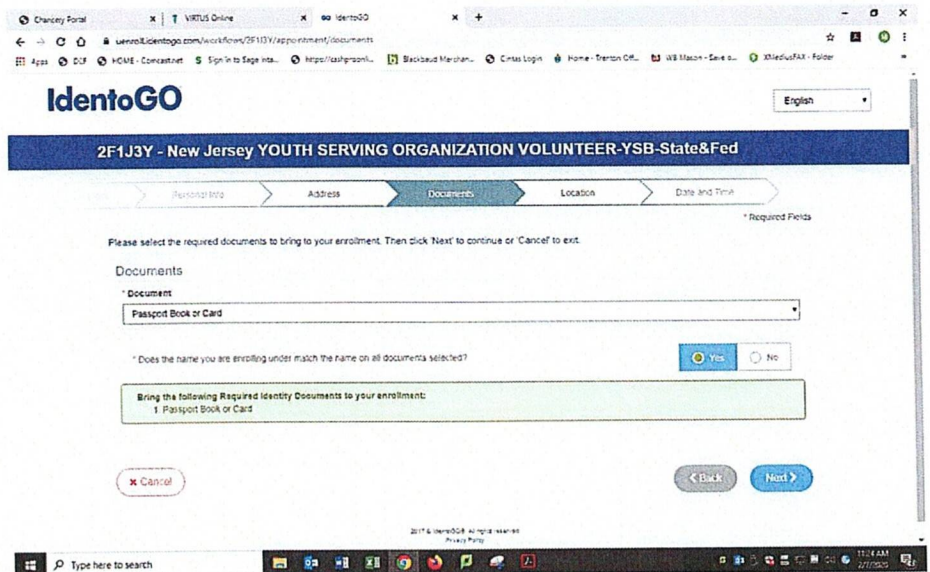
* Does the name you are enrolling under match the name on all documents selected? Yes No

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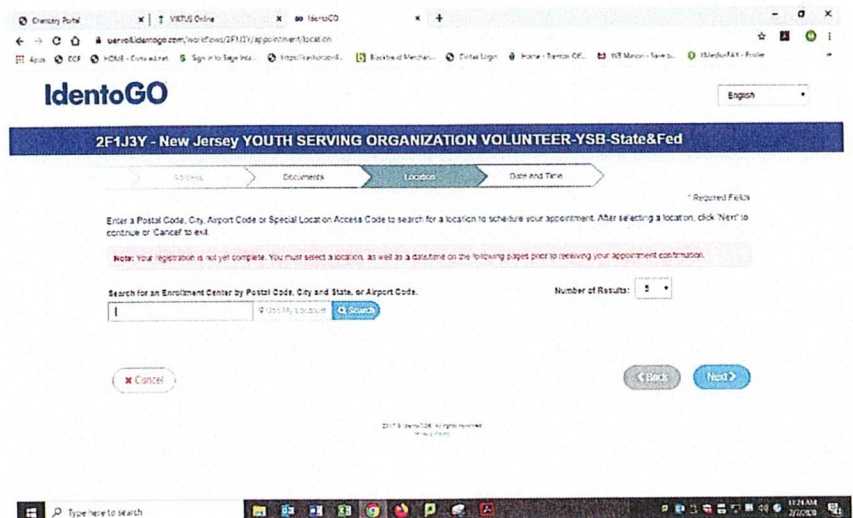
BELOW IS A LISTING OF THOSE DOCUMENTS THAT ARE ACCEPTED

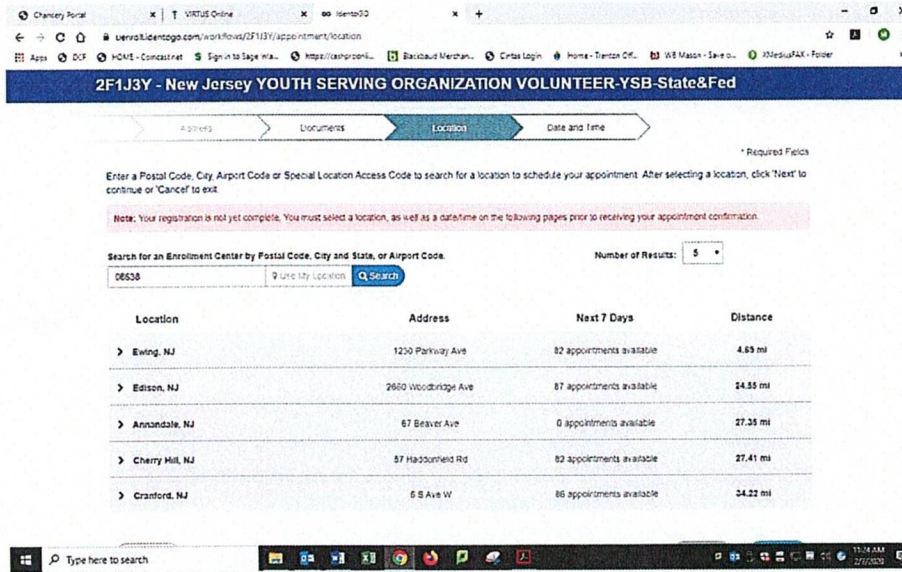


16. A confirmation page of what you have chosen to bring and that it will match the name you have submitted.

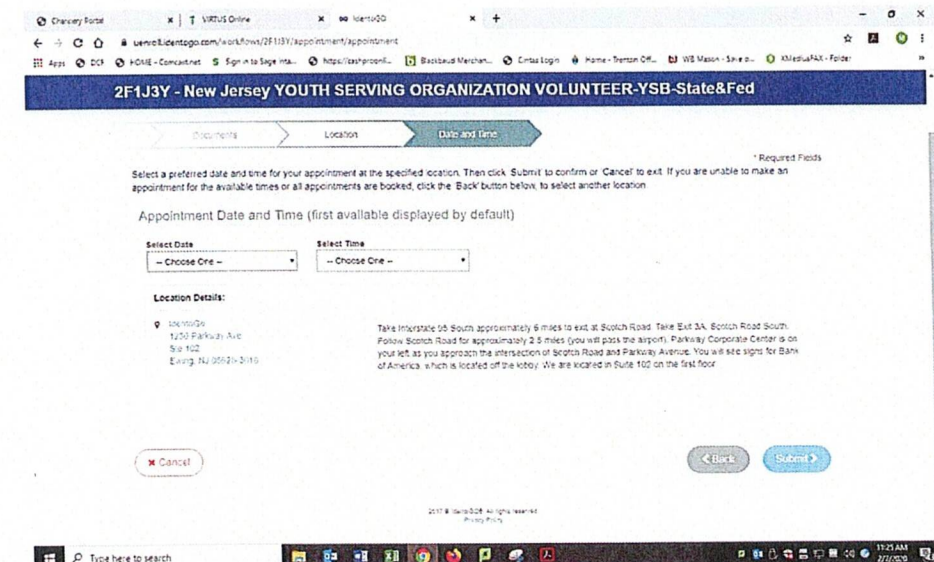
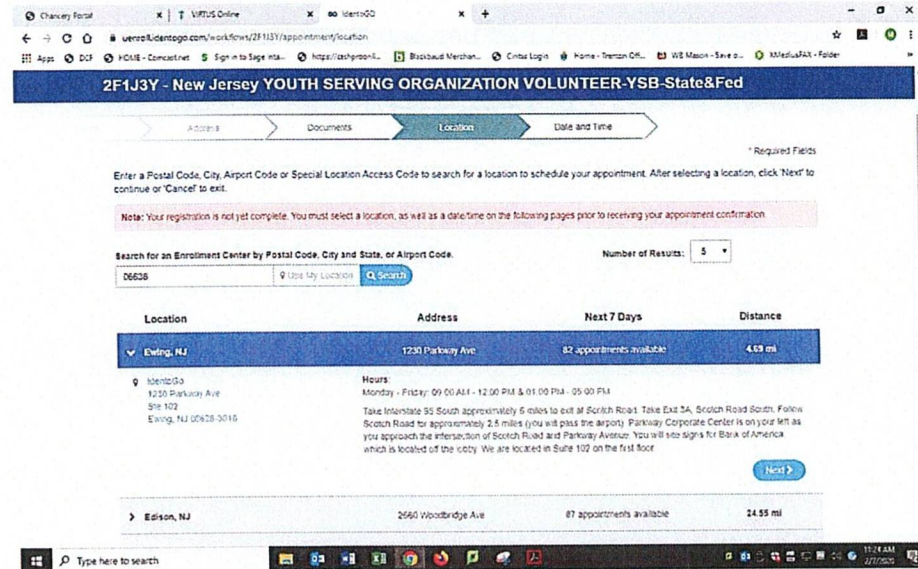


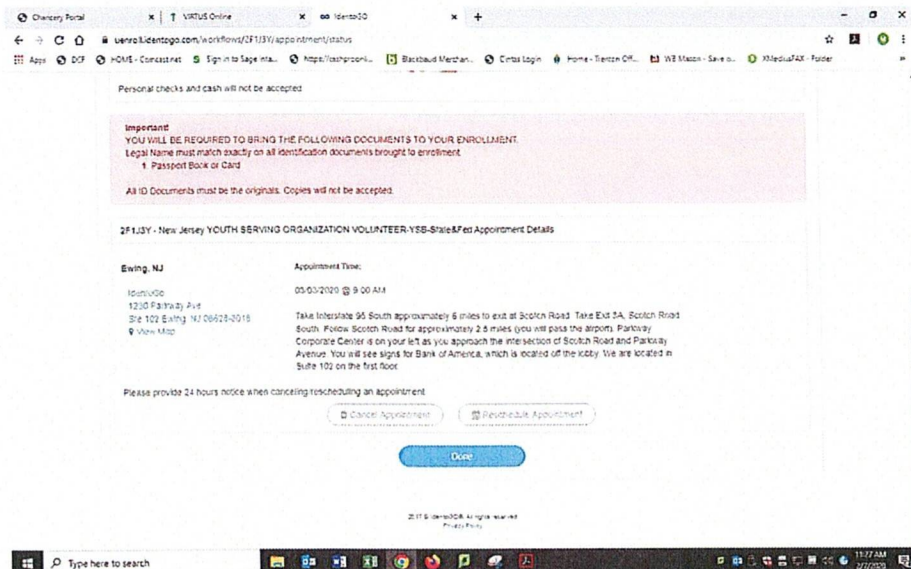
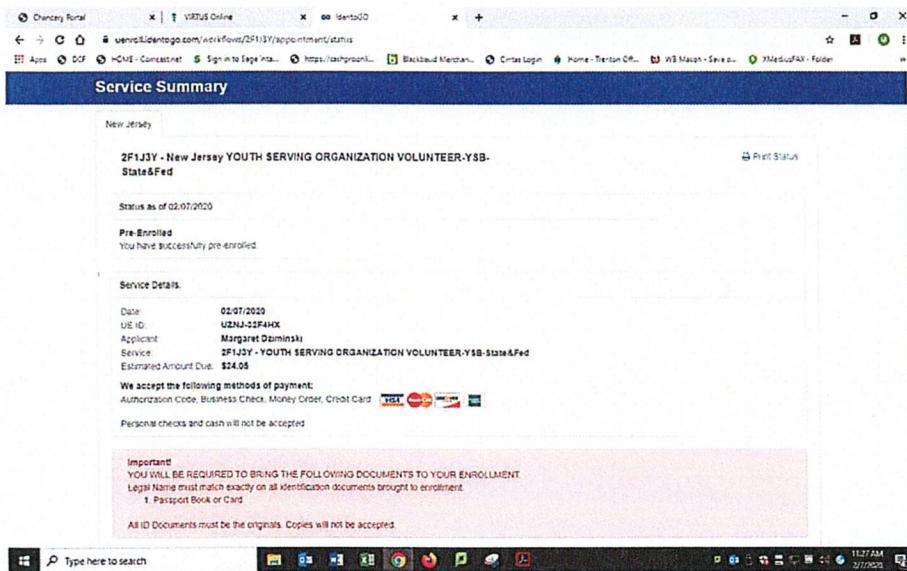
17. You will now chose the location for your fingerprint scan





Please choose the site that is most conveniently located for you.





18. You will receive an email – confirming your appt.

We hope that this has been helpful for you in scheduling your fingerprint scan for your ministry/employment within the Diocese of Trenton.

IdentoGO

Fingerprint Service Code Form



Service Name: YOUTH SERVING ORGANIZATION Volunteer-YSB-State&Fed

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1J3Y

When prompted, please enter the following

Contributor Case Number:

Miscellaneous Number:


Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card

 Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.