



Diocese of Metuchen – 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. Launch your favorite web browser.
2. Enter the following url: <http://uenroll.identogo.com/>
3. You will receive this screen:

The screenshot shows a web browser window with the URL <http://uenroll.identogo.com/>. The page has a dark header with the text "Enter your Service Code to get started." and a text input field containing "Enter Code" and a "GO" button. Below the input field, it says "Don't know your Service Code? Contact your agency or [click here.](#)". A small note mentions "Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs." The main content area is divided into two blue boxes: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below these, a section titled "We provide the following additional services:" lists four services: "State History Check", "FBI History Check", "Fingerprint Cards", and "Photo Services", each with a brief description and an icon.

The service code is:

2F1J2G – Employees

2F1J3Y - Volunteers

This screenshot is identical to the previous one, but the "Enter Code" input field now contains the service code "2F1J3Y". The rest of the page layout and content remain the same.

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

Chancery Portal | VIRTUS Online | IdentoGO

uenroll.identogo.com/workflows/2F1J3Y

Apps | DCF | HOME - Comcast.net | Sign in to Sage Inta... | https://cashproo... | Blackboard Merchan... | Citrix Login | Home - Trenton Off... | WB Mason - Save o... | XMediusFAX - Folder

IdentoGO English

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.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Check the Status of your Service
Check your status or reprint your cardless registration form.
For additional help, call 855.845.7434

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

https://uenroll.identogo.com/workflows/2F1J3Y/appointment

Type here to search

11:14 AM 2/7/2020

5. Please enter your information as prompted.

IdentoGO English

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

Essential Info > Additional Info > Citizenship > Personal Question

* Required Fields

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

☒ Name / Method of Contact ☐ UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

-- Choose One --

Date of Birth

* Date of Birth

* Confirm Date of Birth

* Method of Contact (at least one method is required)

Email

Country Code

Country Code

* Preferred Method of Contact

Confirm Email

Phone 1

Phone 2

6. This is the section where you enter your parish MET code. Please make sure to enter 'MET____',
7. This code will ALWAYS be MET and 3 digits.
8. This should have been provided to you by your parish location.
9. Please enter your location name in the Miscellaneous box.

The screenshot shows a web browser window with the IdentoGO application. The page title is "2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed". The navigation bar includes "Essential Info", "Additional Info" (active), "Citizenship", "Personal Questions", and "Personal Info". Below the navigation bar, there is a section titled "Agency Identifiers" with a required field for "Contributor Case Number". Below this is a "Miscellaneous (if unknown, leave blank)" section with a note "Only fill out if instructed to by your Agency" and a text input field. At the bottom of the form are "Cancel", "Back", and "Next" buttons. The browser's address bar shows the URL "uenrollidentogo.com/workflows/2F1J3Y/appointment/miscellaneous".

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

The screenshot shows the same IdentoGO application, but now on the "Citizenship" form. The navigation bar is updated to include "Address" at the end. The "Citizenship" section contains three required fields: "Country of Birth" (a dropdown menu), "City of Birth" (a text input field), and "Country of Citizenship" (a dropdown menu). At the bottom of the form are "Cancel", "Back", and "Next" buttons. The browser's address bar shows the URL "uenrollidentogo.com/workflows/2F1J3Y/appointment/citizenship".

11. 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.

The screenshot shows the 'Personal Questions' step of the 2F1J3Y workflow. The breadcrumb trail is: Personal Info > Address > Documents > Personal Questions. The page title is '2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed'. The instructions state: 'Please answer the questions below. Then click "Next" to continue or "Cancel" to exit.' There are two questions with radio button options: 'Have you ever used an alias?' (Yes/No) and 'Is your mailing address the same as your residential address?' (Yes/No). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The footer indicates '2017 © IdentoGO. All rights reserved. Privacy Policy'.

The screenshot shows the 'Personal Info' step of the 2F1J3Y workflow. The breadcrumb trail is: Personal Info > Address > Documents > Location > Personal Info. The page title is '2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed'. The instructions state: 'Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click "Next" to continue or "Cancel" to exit.' The 'Alias' section includes fields for 'First Name', 'Middle Name (or NMN if no middle name)', 'Last Name', and a 'Suffix' dropdown. Below this is a 'Personal Information' section with a 'US/Metric' toggle, and fields for 'Height' (ft/in), 'Weight' (lbs), 'Hair Color', 'Eye Color', 'Preferred Language (Receipts & other communication)', 'Gender', and 'Race'. All fields are marked as required. At the bottom, there are 'Back' and 'Next' buttons. The footer indicates '2017 © IdentoGO. All rights reserved. Privacy Policy'.

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

The screenshot shows the 'Mailing Address' step in the IdentoGO workflow. The browser address bar shows 'uenroll.idento.com/workflows/2F1J3Y/appointment/address'. The page title is '2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed'. The progress bar indicates the current step is 'Address'. The form contains the following fields:

- Country:** A dropdown menu with '-- Choose One --' selected.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- City:** A text input field.
- Postal Code:** A text input field.

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

13. 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. AND NO REFUNDS ARE GRANTED.

The screenshot shows the 'Documents' step in the IdentoGO workflow. The browser address bar shows 'uenroll.idento.com/workflows/2F1J3Y/appointment/documents'. The page title is '2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed'. The progress bar indicates the current step is 'Documents'. The form contains the following elements:

- Document:** A dropdown menu with '-- Choose One --' selected.
- Confirmation:** A question 'Does the name you are enrolling under match the name on all documents selected?' with radio buttons for 'Yes' and 'No'.
- Buttons:** 'Cancel', 'Back', and 'Next' buttons.

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

BELOW IS A LISTING OF THOSE DOCUMENTS THAT ARE ACCEPTED

The screenshot shows the IdentoGO website interface for a New Jersey Youth Serving Organization Volunteer enrollment. The user is on the 'Documents' step of a multi-step process. A dropdown menu is open, displaying a list of accepted documents. The list includes:

- Canadian Driver's License (Non-Commercial)
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Commercial 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 PERMIT or PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Driver's License (EDL)
- Enhanced Tribal Card (ETC)
- Federal ID Card with a seal or logo from a Federal agency
- Foreign Driver's License (Mexico and Canada Only)
- Government ID with a seal or logo from a local government agency
- Merchant Mariner Document (MMD)
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Visa

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

The screenshot shows the IdentoGO website interface for a New Jersey Youth Serving Organization Volunteer enrollment. The user is on the 'Documents' step of a multi-step process. The 'Document' dropdown menu is set to 'Passport Book or Card'. Below the dropdown, there is a confirmation question: 'Does the name you are enrolling under match the name on all documents selected?'. The 'Yes' radio button is selected. A green box contains the text: 'Bring the following Required Identity Documents to your enrollment: 1. Passport Book or Card'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted in blue.

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

The screenshot shows the IdentoGO website interface. At the top, there's a navigation bar with the IdentoGO logo and a language dropdown set to English. Below this is a blue header with the text "2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed". A progress bar indicates the current step is "Location". The main content area has a search prompt: "Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit." A note states: "Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation." Below the note is a search input field with a "Search" button and a "Number of Results" dropdown set to 5. At the bottom of the search section are "Cancel", "Back", and "Next" buttons. The footer shows "2017 © IdentoGO. All rights reserved. Privacy Policy".

The screenshot shows the IdentoGO website interface with the search results displayed. The search input field now contains "08638". The results are shown in a table with the following data:

Location	Address	Next 7 Days	Distance
> Ewing, NJ	1230 Parkway Ave	82 appointments available	4.69 mi
> Edison, NJ	2660 Woodbridge Ave	87 appointments available	24.55 mi
> Annandale, NJ	67 Beaver Ave	0 appointments available	27.25 mi
> Cherry Hill, NJ	57 Haddonfield Rd	82 appointments available	27.41 mi
> Cranford, NJ	6 S Ave W	86 appointments available	24.22 mi

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

Chancery Portal | VIRTUS Online | Identigo

uenrollidentigo.com/workflows/2F1J3Y/appointment/location

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

Personal Info > Address > Documents > **Location** > Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

09638 Use My Location Search

Location	Address	Next 7 Days	Distance
Ewing, NJ Identigo 1230 Parkway Ave Site 102 Ewing, NJ 08628-3018	1230 Parkway Ave	62 appointments available	4.69 mi
Hours: Monday - Friday: 09:00 AM - 12:00 PM & 01:00 PM - 05:00 PM Take Interstate 95 South approximately 6 miles to exit at Scotch Road. Take Exit 3A, Scotch Road South. Follow Scotch Road for approximately 2.5 miles (you will pass the airport). Parkway Corporate Center is on your left as you approach the intersection of Scotch Road and Parkway Avenue. You will see signs for Bank of America, which is located off the lobby. We are located in Suite 102 on the first floor.			
Edison, NJ 2660 Woodbridge Ave	2660 Woodbridge Ave	87 appointments available	24.55 mi

Next

Chancery Portal | VIRTUS Online | Identigo

uenrollidentigo.com/workflows/2F1J3Y/appointment/appointment

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

Personal Info > Documents > Location > **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

Location Details:

Identigo
1230 Parkway Ave
Site 102
Ewing, NJ 08628-3018

Take Interstate 95 South approximately 6 miles to exit at Scotch Road. Take Exit 3A, Scotch Road South. Follow Scotch Road for approximately 2.5 miles (you will pass the airport). Parkway Corporate Center is on your left as you approach the intersection of Scotch Road and Parkway Avenue. You will see signs for Bank of America, which is located off the lobby. We are located in Suite 102 on the first floor.

Cancel Back Submit

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14. Once you have chosen your date and time of your fingerprint scan you will receive the following page – payment will be made directly at the site. Please retain your receipt for presentation to the parish.

Chancery Portal | VIRTUS Online | Identigo

uenrollidentigo.com/workflows/2F1J3Y/appointment/status

Service Summary

New Jersey

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed [Print Status](#)

Status as of 02/07/2020

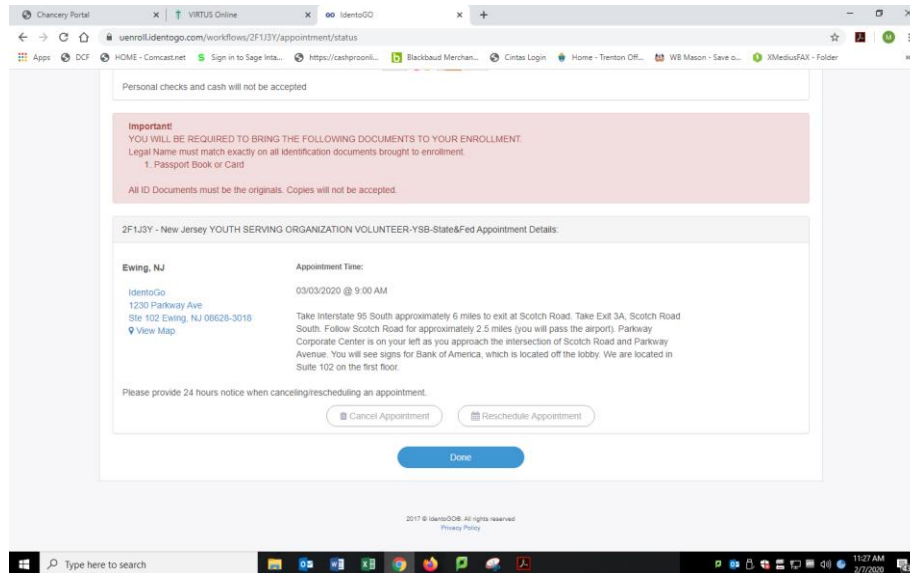
Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 02/07/2020
 UE ID: UZNU-32F4HX
 Applicant: Margaret Dziminski
 Service: 2F1J3Y - YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed
 Estimated Amount Due: \$24.05

We accept the following methods of payment:
 Authorization Code, Business Check, Money Order, Credit Card
 Personal checks and cash will not be accepted

Important!
 YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
 Legal Name must match exactly on all identification documents brought to enrollment.
 1. Passport Book or Card
 All ID Documents must be the originals. Copies will not be accepted.



16. 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 Metuchen.