

Applying for the FBI Criminal Record Check

FOR CLERGY AND PAID STAFF

1. Go to <https://www.identogo.com>. This is a new system effective November 30, 2017.
2. Click on "Get fingerprinted." (*upper right hand of page*) Put in your state.
3. Click on "Digital Fingerprinting." Enter Service Code: **1KG756** : Employee older than 14 with Contact with Children.
4. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice, in your region.
5. Estimated amount due is \$22.60
6. Call the Helpdesk at 844-321-2124 if assistance is needed.

FOR VOLUNTEERS

1. Go to <https://www.identogo.com>. This is a new system effective November 30, 2017.
2. Click on "Get fingerprinted." (*upper right hand of page*) Put in your state.
3. Click on "Digital Fingerprinting." Enter Service Code: **1KG6ZJ** (DHS Volunteer)
4. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice, in your region.
5. Estimated amount due is \$21.35
6. Call the Helpdesk at 844-321-2124 if assistance is needed.
7. NOTE: The FBI Criminal History Report is **not required** for incumbent or prospective volunteers:
 1. who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign a Volunteer Affidavit affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct volunteer contact with children;
 2. who have received such Report at any time since establishing residency in Pennsylvania and provide a copy of the Report to the person responsible for the selection of volunteers.