Applying for the FBI Criminal Record Check

FOR CLERGY AND PAID STAFF
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
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.