

INSTRUCTION GUIDE TO OBTAIN FBI BACKGROUND CLEARANCE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK INSTRUCTIONS

If the volunteer has **NOT** been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, a fingerprint based federal criminal history (FBI) submitted through a PA Department of Human Services (DHS) authorized agent is required.

THIS PROCESS IS MANDATORY FOR ALL VOLUNTEERS WHO HAVE NOT LIVED IN PENNSYLVANIA FOR THE LAST TEN (10) CONSECUTIVE YEARS

- Volunteers are required to use an authorized Pennsylvania Department of Human Services authorized vendor (currently IdentoGO) to process fingerprint-based FBI criminal background checks.
- The fingerprint-based background check is a **multiple step process and may take several weeks to complete and receive results.**
- To begin the registration process, go to <https://www.identogo.com/>
- **USE CODE - 1KG6Z1** for DHS Volunteer when registering on the IdentoGo website.
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- For more information on the FBI clearance and the fingerprinting process, [CLICK HERE](#)
- Upon receipt of the FBI certification, upload or email the completed Certification Form to org.volunteer.clearances@gmail.com.
- **RETAIN A COPY FOR YOUR RECORDS!**