

UPDATED INSTRUCTIONS FOR FBI CLEARANCES

Thank you for your patience. The new FBI Clearance process is up and running on Identogo.com. A Service Code is needed to sign up. There is a Service Code for Employees and a different Service Code for Volunteers.

INSTRUCTIONS/SERVICE CODE FOR CLERGY and EMPLOYEES:

FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

- a. Go to <https://www.identogo.com>. This is a new system effective November 30, 2017.
- b. Click on "Get fingerprinted." Enter your state.
- c. Click on "Digital Fingerprinting." Enter Service Code: **1KG756**: Employees older than 14 years old with Contact with Children.
- d. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice in your region.
- e. Estimated amount due is \$22.60
- f. Call the Helpdesk at 844-321-2124 if assistance is needed.

INSTRUCTIONS/SERVICE CODE FOR VOLUNTEERS;

FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

- a. Go to <https://www.identogo.com> This is a new system effective November 30, 2017.
- b. Click on "Get fingerprinted." Put in your state.
- c. Click on "Digital Fingerprinting." Enter Service Code: **1KG6ZJ**: DHS Volunteer
- d. Schedule appointment. This will step you through the process to sign up for an appointment at a center of your choice in your region.
- e. Estimated amount due is \$21.35
- f. Call the Helpdesk at 844-321-2124 if assistance is needed.

Revised full instructions for all clearances are posted on our conference website at: <http://www.susumc.org/index.php/about-us/safe-sanctuaries>