

## **Cumberland Valley School District FBI Federal Criminal History Clearance Procedures (For Volunteer Purposes)**

**Note:** Only volunteers who have not resided in Pennsylvania for the previous 10 years must obtain the FBI Fingerprint Clearance. Volunteers who have resided in PA for the last 10 years may complete a Disclosure Statement Application for Volunteers in lieu of the FBI clearance (access this form at [www.cvschools.org](http://www.cvschools.org) > Support Operations > Human Resources).

1. Visit the Identogo website to get started:  
<https://uenroll.identogo.com>
  2. Enter Service Code (Use code 1KG6ZJ for PA DHS – Volunteer) and click “Go”.
  3. Click on “**Schedule or Manage Appointment**”.
  4. Complete personal information through subsequent screens.
  5. Make note of your confirmation number and fingerprinting information.
  6. Visit the Identogo center of your choice to pay the appropriate fee and have your fingerprinting completed.
  7. Once fingerprinted, your results will come to you via email or mail (whichever delivery method you chose during the registration/application process). They will indicate “unofficial results”. Those are valid for volunteer purposes.
- *Please be advised, if you chose to have your FBI clearance results delivered via email, the email link you receive is good for one time use only (and it will expire).*
  - *Please access your results in a timely manner.*
  - *When you click on the link to access your FBI clearance results, please ensure that you have a method to print and/or save your results (pdf).*
  - *You will need to provide a copy of your FBI clearance results to your child’s school, along with your other 2 clearances.*