

## CLEARANCE INSTRUCTIONS FOR VOLUNTEERS

### FBI Fingerprint Clearances

Required for **Volunteers** who have **NOT** lived in PA for 10 years

COST: **Volunteers** - \$23.25

Please see the instructions below to request your FBI Fingerprint Clearances. Once completed, please supply a copy of these documents, along with your PA State Clearances to [clearances@biblechapel.org](mailto:clearances@biblechapel.org).

#### Process

1. Schedule your Fingerprint Session
  - Visit <https://uenroll.identogo.com/>
    - o VOLUNTEER: Service Code - **1KG6ZJ**
2. For detailed instructions on completing this clearance, see below.
3. REIMBURSEMENT
  - **VOLUNTEER**: if financial assistance is needed, TBC will reimburse your cost with a submitted receipt

**PLEASE NOTE:** Shortly after your fingerprints have been taken and results are available, you will receive an email. You have **ONE TIME** to electronically access these results. It is important that you can download and save it to your computer. Results will be mailed **ONLY** to the address (your home) you put in your registration. TBC does not get sent a copy. It is **YOUR** responsibility to make sure you send a copy of your official fingerprint clearance to TBC, at [clearances@biblechapel.org](mailto:clearances@biblechapel.org).

**YOU WILL NOT BE ABLE TO SERVE UNTIL WE RECEIVE ALL THREE CLEARANCES!**

### FBI Fingerprint Clearance

#### For Volunteers:

1. Go to <https://uenroll.identogo.com/>
2. Enter Service Code **1KG6ZJ** and click "go".
3. Click "Schedule or Manage Appointment".
4. Follow the prompts.
5. Under "Employer Information", list The Bible Chapel.
  - a. The Bible Chapel, 300 Gallery Drive, McMurray, PA 15317
6. Under "Personal Questions", you will be asked "Do you have an Authorization Code?".
  - a. Select "NO"
7. Select a date and time for the list or select "walk-in"
  - a. Click "SUBMIT"
8. The next page will be an appointment summary page with your registration details and estimated cost.
9. Please be sure to view the red box labeled, "IMPORTANT!".
  - a. Be sure to bring the document(s) you selected to your appointment.
  - b. All ID Documents must be the originals
    - i. Copies will not be accepted
  - c. Remember the answer to your security question
  - d. Bring payment (business check, money order, or credit card) with you to the appointment. CASH IS NOT ACCEPTED!
10. Attend you scheduled fingerprint appointment

- a. Costs of obtaining the required clearances are the responsibility of the volunteer.
  - b. If you require reimbursement due to financial hardship, please submit your receipt to [clearances@biblechapel.org](mailto:clearances@biblechapel.org).
- 11. Shortly after your fingerprints have been taken and results are available, you will receive an email.\*\*
  - a. **IMPORTANT\*\***
    - i. You must be prepared to download and save the Eligibility Letter when accessing it the **first time** because you will only have **ONE TIME** to electronically access the result.
    - ii. The email link with the result **CANNOT** be reset or re-emailed.
      - 1. After clicking the emailed link, you have **THREE ATTEMPTS** to correctly answer the security questions.
- 12. Results will be mailed ONLY to your home address. The Bible Chapel will not get sent a copy.
- 13. It is your responsibility to share a copy of you official FBI Criminal History Fingerprint clearance with The Bible Chapel.