

## FBI CLEARANCES

- FBI Clearances must be completed for all household members 18 years of age and older at approval and again every 60 months.
- PA State Child Abuse and Criminal Background checks must be completed for all household members 18 years of age and older at approval and again every 60 months.
- Any household member over the age of 18 who has resided outside of PA at any time within the previous five year period must also complete that state(s) Child Abuse clearances.
- Child abuse, criminal history, and FBI clearances must be less than 1 year old to be approved as a resource family and to finalize an adoption.

### Steps for Completion of FBI Clearances

**1) Registration**

Registration is available online at <https://uenroll.identogo.com/>

- When prompted, enter the appropriate service code from this list:

Service Code	Applicant Type	Department
<b><u>1KG6ZJ</u></b>	DHS Volunteer	Department of Human Services
<b><u>1KG71B</u></b>	Foster Parent	Department of Human Services
<b><u>1KG72V</u></b>	Prospective Adoptive Parent	Department of Human Services
<b><u>1KG738</u></b>	Child Care Services/Program Employee or Contractor	Department of Human Services
<b><u>1KG74S</u></b>	Family Child Care Home Provider	Department of Human Services
<b><u>1KG756</u></b>	Employee >=14 Years Contact w/ Children	Department of Human Services
<b><u>1KG76Q</u></b>	Individual >=18 Years in Foster Home	Department of Human Services
<b><u>1KG774</u></b>	Individual >=18 Years in Prospective Adoptive Home	Department of Human Services
<b><u>1KG78K</u></b>	Individual >=18 Years in Licensed Child Care Home	Department of Human Services
<b><u>1KG8TG</u></b>	Individual >=18 Years in Family Living, Community, or Host Home	Department of Human Services

- Click on schedule/manage appointment to register. All demographic data for the applicant is collected (name, address, Social Security number, etc.). There is no data entry required at the fingerprint collection site.
- You will be informed of the allowable valid, unexpired identification documents that you will need to provide as proof of identify when being fingerprinted. Your legal name must match exactly on all identification documents brought to enrollment.

## 2) **Payment**

- The fee for each clearance is \$25.25.
- There are several methods of payment: authorization code, money order, check, and credit card. Money orders and checks should be made payable to MorphoTrust.

***\*\* Diakon does not cover the cost of clearances for applicants. You will pay the fee at the time you are fingerprinted by credit card, money order, or check. \*\****

## 3) **Fingerprinting**

- Appointments are strongly encouraged, and pre-registration is required. Once registered, applicants can walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. Scheduled appointments take precedence over walk-ins.
- Applicants should use <https://www.identogo.com/locations/pennsylvania> to find a location.
- During the registration process, you will be informed of what type of identification is required when you go the printing center. Typically, this is a driver's license or a passport.
- After the identity of the applicant has been established, all ten fingers are scanned electronically to complete the process. The entire fingerprint capture process should take no more that three to five minutes.

## 4) **Receipt of the Clearance**

- The applicant should receive the FBI Clearance within 4-6weeks. You can track that status of your clearance through the website on which you registered.
- The FBI Clearance will be sent to the applicant. The record will be printed on standard 8.5x11 paper with the Commonwealth Seal embedded on the paper.

## 5) **Provide the FBI Clearance to Diakon upon receipt.**