

Volunteer

Non-school Regular & Occasional Volunteer, School Regular & Occasional Volunteer,
Volunteer Coach, Volunteer Driver

Please Note: Volunteer Coaches are always Regular Volunteers

NOTE: If you are a volunteer and have not lived in Pennsylvania for the past 10 continuous years, Pennsylvania Child Protective Services law requires you to obtain a Federal Criminal History Record (w/fingerprints) before beginning to volunteer.

FBI Criminal History Record Information w/fingerprints

<https://uenroll.identogo.com/>

\$23.25 fee (effective 8/2022)

To obtain the FBI Criminal History Record Information w/fingerprints:

- Click on the link above and **Enter the Service Code: 1KG6ZJ**
- Click on Schedule or Manage Appointment. Complete each section of the pre-registration form, selecting next at the end of each section. *Note: The diocese does not issue Authorization Codes for payment. Payment is the responsibility of the applicant. Credit Card, Money Order or Business check only are accepted at the Identogo fingerprint site.*
- Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next. Choose your date and time then click submit. Print your service summary. *On the day of your scheduled appointment, you must bring the Identity Documentation selected as part of the online pre-enrollment registration application.*
- The clearance will be mailed to you. You must submit the original clearance (on blue paper) to the proper entity where you are a volunteer.

Volunteers must present the official results of their Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Certification, a signed Disclosure statement, or if required, FBI Criminal History Clearance w/fingerprints (on blue paper) **before beginning to volunteer in a parish, school, or agency. Copies marked with “void” or receipts will not be accepted. (see *Policy, Section III A*)**

Revised: February 2024