

NORTH WAY CHRISTIAN COMMUNITY VOLUNTEER CLEARANCE INSTRUCTIONS

North Way Affidavit (free, if applicable) OR FBI Fingerprinting (cost associated with this process)

North Way Affidavit

If you have lived within the state of Pennsylvania for the past 10 years, with no break in residence, you are eligible to sign a North Way Affidavit instead of completing the fingerprinting process.

Signing the Affidavit verifies that you have not committed any of the listed offenses. You may find the Affidavit online at <https://www.northway.org/clearances/> Click on the North Way Affidavit Exemption (fillable PDF form).

Complete all requested information on the Affidavit and provide your own witness. The witness who signs your document should be someone who knows you well and who can testify to your character.

If the Affidavit does not apply to you, continue with the Federal Criminal History Background Check instructions below.

FBI Fingerprinting/Federal Criminal History Background Check – Fee associated with this process

- Go to <https://uenroll.identogo.com/> (you will complete the process for Digital Fingerprinting)
- Enter the following Service Code: 1KG6ZJ (this is the PA DHS Volunteer option) and click “Go”
- Click “Schedule or Manage Appointment”
- On the next page, enter the requested information. When finished, click “Next”
- Enter your Employer Name and information; Then, click “Next”
- Enter your Citizenship Information and click “Next”
- Answer the questions provided on the following screen: For “Have you ever used an alias?” answer the question (an alias would be any maiden name or nickname) For “Do you have an Authorization Code (Coupon Code)...,” answer “No.” Click “Next” to continue
- If you answered yes to having an alias, fill in the boxes on the screen. Use the “+Alias” button to add multiple names. Then, add your Personal Information. Click “Next” to continue. If you answered no to having an alias, fill in your Personal Information and click “Next” to continue.
- Enter your “Mailing Address” and click “Next”
- Use the drop down box to choose a document to bring with you to the fingerprinting appointment. Make note of what you are choosing to bring. Answer the required question and follow the instructions which appear based on your choices. Click “Next” to continue.
- Enter a Zip Code and click on the blue “Search” button. A list of appointment locations will appear. Click on a location to choose one and within that appointment box, click “Next”
- The Authorization Code you provided at the beginning of this process now indicates the fee associated with your clearance. Make note of that amount. No payment is necessary at this time (you will pay the fee at your appointment) and you do not need to enter another code. Click “Next” to continue.
- Select the Date and Time of your fingerprinting appointment. You may choose the “Back” button if you need to make changes to your appointment location. To confirm your appointment, click “Submit”

- You will be directed to a Confirmation screen with your appointment details. Be sure to bring the documentation you chose during this process to the fingerprinting appointment on the date and time you selected.
- Once at the appointment, you will pay the amount due and complete the fingerprinting process.
- If you would like a reimbursement of the cost incurred, keep your receipt and submit it along with a copy of your Federal Criminal History Background Check to our Human Resources Team at clearances@northway.org

**Note: North Way will initiate a refund for this fee only after the clearance has been received and filed with our Human Resources Department*

Your fingerprinting results will be mailed to the address you provide. The results will not be sent directly to North Way Christian Community. This entire process may take 2-3 weeks or more for processing and mailing.

Results should be sent to clearances@northway.org.