

# **FBI Fingerprinting Instructions for School Volunteers**

*Volunteer FBI Background Check  
Updated January 2, 2023  
Issued by: PA Department of Education*

Board approved school volunteers, who have NOT been a resident of Pennsylvania during the entirety of the previous ten-year period, must now obtain a volunteer Service Code from the Pennsylvania Department of Human Services (DHS) in order to complete a Volunteer FBI Background Check. This change is in response to a bulletin issued by DHS that indicates all individuals governed by the Child Protective Services Law (CPSL) must obtain clearances through DHS. This change includes public, private, and nonpublic school volunteers.

To obtain a volunteer Service Code, individuals must contact DHS directly at 1-877-371-5422 or [RA-PWCPSLQUESTIONS@pa.gov](mailto:RA-PWCPSLQUESTIONS@pa.gov).

## **Step by Step Instructions:**

1. Obtain a volunteer Service Code from DHS (see above for contact information)
2. You can register for an appointment to be fingerprinted two ways:
  - Visit the Identogo website at <https://www.identogo.com/> or
  - Call 1-844-321-2101 and listen to the options menu
3. If registering online, click “Get Fingerprinted” icon
4. Select Pennsylvania as the state to be fingerprinted for
5. Enter your location to find the nearest Identogo center. The nearest location to the Rockwood Area School District is:  
Community Action Partnership of Somerset  
535 East Main Street, Somerset, PA 15501
6. Click “Schedule Appointment”
7. Select “Digital Fingerprinting”
8. Enter the Service Code provided to you by DHS
9. Enter all required information and submit the request

**Payment** – The applicant will pay a **fee of \$23.25** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier’s checks payable to Morpho Trust will be accepted at the fingerprinting site. No cash transactions or personal checks are allowed.