**FBI Criminal History Check** (Valid for 5 years)

* 1. Are you a paid staff member: Yes No
	2. Have you lived in PA for *less than* 10 years: Yes No
	3. If you answered ‘No’ to both skip this check
	4. If you answered ‘Yes’ to one or more, this check is required
	5. To obtain this clearance click here: <https://www.identogo.com/>
	6. Employees use code: 1KG738; Employees ages 14-17 use code: 1KG756; Volunteers use code: 1KG6ZJ
	7. If you are an employee or will be for the summer, you must do the clearance for employment. Save your receipt and turn into the office to be reimbursed.
	8. Please upload your clearance on in the Document Center on your account.
		1. PDFs are preferred. Photos/JPGs do not print well or upload well.