**Instructions for Obtaining King’s College Background Checks**

***INSTRUCTIONS FOR STUDENTS***

1. **FILL OUT KING’S FORMS**
2. Fill out all waivers and forms provided by your program leader or the Shoval Center.
3. **Computerized Background Checks and Fingerprinting**
4. Look for an email generated by CBY Systems, Inc. Follow the instructions and fill out the online forms to register for a PA Criminal Background Check, Child Abuse Clearance, and FBI Criminal Background Check. **MAKE SURE THAT YOU USE YOUR LOCAL MAILING ADDRESS AS YOUR “HOME ADDRESS”** (otherwise the clearances will be mailed to your family, and you need them here at King’s).
5. For the FBI Background Check, follow these additional steps:
   1. When you have completed the online registration process for the FBI Background Check, you will receive a confirmation email and then a SECOND email with a registration code to have your fingerprints taken. Do not lose this registration code!
   2. Call 1-844-321-2101 to set up at a fingerprinting time with IdentoGO at the Luzerne Intermediate Unit in Kingston (368 Tioga Ave, Kingston, PA).
   3. When it is time for your appointment, remember to bring a photo ID like a driver’s license and the registration code they sent you with their last email. They will fingerprint you at 368 Tioga Ave in Kingston.
6. **Watch the following the video with your class/group by United Educators** (“Protecting Children: Shine a Light”) at: <https://players.brightcove.net/pages/v1/index.html?accountId=167703361001&playerId=default&videoId=4286060740001&autoplay=true>
7. **RETURN YOUR CLEARANCES TO YOUR PROFESSOR OR KING’S PROGRAM STAFF!**
8. When you receive them online or in the mail, return any and all clearances to your professor or King’s program staff! In most cases, only your FBI Clearance will be sent to you; the rest will be sent directly to King’s electronically.
9. If you need them in the future, you may get a copy of any of your clearances by going to the Student Affairs Office.