



Staff or Volunteer (Applicant) Instructions for a Background Check Request

Dear Applicant:

Please complete the steps below for your background check request application. The law requires you to complete a background check because you were hired on or after September 25, 2019, or your program could not show proof of your fingerprint results taken prior to September 25, 2019, at the time of their New York City Department of Health and Mental Hygiene (NYC Health Department) inspection.

Step 1: Get your fingerprints taken, and get a receipt.

Your background check request requires your fingerprints be checked against New York State and federal criminal records databases. Fingerprinting is available at Identogo Centers, which are located throughout the five boroughs as well as outside of NYC.

- To make a fingerprint appointment, visit uenroll.identogo.com. For more information and instructions on the fingerprint process, see nyc.gov/doi and search for **fingerprinting**. When scheduling the appointment:
 - Enter the Service Code 157XX3 when scheduling the appointment for non-Department of Education (DOE)-contracted programs.
 - DOE-contracted programs will receive their service code from DOE. If your program is a DOE-contracted program, ask your program for the Service Code for your fingerprint appointment.

You should get a fingerprint receipt at the appointment. A copy of the receipt will need to be uploaded with the application.

Step 2: Complete the paperwork.

- Authorization and Affirmation Form - sign and date
- Applicant Worksheet