



FBI CLEARANCE GUIDE (NON-PENNSYLVANIA)

CADETS ARTS & ENTERTAINMENT, INC.

Follow this guide to obtain your FBI Background Clearance.

This guide is for non-Pennsylvania residents only.

1. VISIT IDENOGO WEBSITE

Visit enroll.identogo.com

2. ENTER SERVICE CODE

Volunteers should enter 1KG6ZJ

Paid Staff should enter 1KG756

3. SEND FINGERPRINT CARD BY MAIL

Choose **Submit Fingerprint Card By Mail**.

Follow the prompts to complete the process.

4. PRINT CONFIRMATION

You will receive a confirmation email that contains a barcode and Tennessee address.

PRINT THIS OUT.

5. GET FINGERPRINTED

Visit an authorized fingerprint location and bring your printed confirmation from Step 4.

Example fingerprint locations:

- Identogo
- Local Police Departments
- UPS Store
- Other fingerprinting locations

*extra fees may apply that will not be reimbursed by The Cadets

6. MAIL FINGERPRINTS & CONFIRMATION

Send a hard copy of your fingerprints and printed email confirmation (from Step 4) to the TN address on the email confirmation. **Note: The barcode needs to be included in your mail.**

7. RECEIVE CLEARANCE & UPLOAD TO CADETS HR SYSTEM

It will take six to eight weeks for your fingerprints to be processed and results mailed to your address. You will need to scan the results or take a clear picture to upload to The Cadets HR System. Contact Michele Teevan at mteevan@cadets.org for assistance.