



In order to work with youth in DC public schools, you are required to complete a background check that involves two steps outlined below. This background check will remain active for 2 years and can be used for other DCPS volunteer opportunities.

Steps to Completing the Clearance Process

(Do these steps in order)

Step 1: Submit a DCPS Clearance Application

- Complete this application on a computer – not a smartphone.
- The Application includes the Criminal Background Check AND the Sex Offender Registry Check
- To get started, click the green button, “Submit a Clearance Application.”
- For “**Your Relationship to DCPS**,” select “**Volunteer, Supervised**” from the drop-down menu.
- For “**Point of Contact Information**”, provide the name of the person coordinating volunteers for the program you will be serving with.
- If you are an international student, use “9999” when asked for the last 4 digits of your Social Security Number (SSN)
- The application questions will screen for a Tuberculosis Risk Assessment. Based on your answers, you may be required to provide a negative TB test or show proof of a TB vaccination (typically given to individuals born outside of the USA). If you are notified that you need verification of a negative TB test, please reference the following:
 - You can get a TB test at the Colonial Health Center (covered by The GW Student Health Insurance Plan, or \$20 without) or at a local doctor’s office or pharmacy clinic, where the TB test is typically covered in full when using your own health insurance. If your insurance does not cover this expense, the Nashman Center can provide a TB voucher for eligible students, email gwserves@gwu.edu to request one.

Step 2: FBI Fingerprinting

- Visit: <https://schedule.fieldprint.com>
- Click “Schedule an Appointment” on the right side of the screen. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
- Enter the Fieldprint Code: **FPDCEMLOYEE**. This following Fieldprint Code will give you access to fingerprinting services.
 - Please Note: It is important that you handle your Fieldprint Code carefully. DO NOT SHARE THIS CODE.

- Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
 - Use the following information to help you complete the required application fields:
 - **Employer Name:** DC Public Schools
 - **Employer's Address:** 1200 First St NE, Washington, DC 20002
 - **Applicant Type:** Select "Volunteer"
 - **Billing Code:** Select "DC Public Schools"
 - In the "Individual Notification" section, provide the following information:
 - **Position Title:** Volunteer | **Agency:** GWU Nashman Center
- At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.

**If you fail to attend your appointment or reschedule your appointment at least 24 hours in advance, you may delay your start date. Please reschedule your appointment at least 24 hours in advance if you need to cancel it for any reason.*

Further information regarding the clearance process and timelines can be found [here](#).