

Host Employers are required to follow the Department of Employment Services (DOES) Marion S. Barry Summer Youth Employment Program (MBSYEP) background check guidance. If you haven't already identified a supervisor for your interns, please do that soon so that the supervisor can complete the background check steps outlined below. For your convenience, we have attached the detailed guidance, as well as summarized it in the following steps:

- Follow the instructions to schedule a background check by visiting this link: <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: **FPProtectionSensitive**
 - i. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing. The information of the agency requiring you to be fingerprinted is:
 - ii. Employer Name: Department of Employment Services – SYEP Program
 - iii. Address: 4085 Minnesota Avenue NE, Washington, DC, 20019
 - iv. Applicant type: Volunteer
 - v. Billing Code: Department of Employment Services
- At the end of the process, print the Confirmation Page. Take the Confirmation Page (printed or electronically) with you to your fingerprint appointment, along with two forms of identification.
- Submit date that you completed fingerprinting and confirmation of appointment at this link: <http://bit.ly/2021CRIBackgroundCheck>
- If you have a Secret or Top Secret federal government clearance, please forward all completed documentation showing proof of clearances to the Compliance Inbox dchr.compliance@dc.gov. Please copy Christina.Brew@dc.gov so they know this is for MBSYEP and Melissa.Madden@k12.dc.gov, so they know this is connected to the Career Ready Internship Initiative.

DC DEPARTMENT OF HUMAN RESOURCES

Policy and Compliance Administration

How to schedule a Criminal Background Check

To schedule your appointment, go to <https://schedule.fieldprint.com>

Once signed in, follow the illustrations below to log in.

1. Enter your email in new user/Sign in

2. Create a Username and a unique password

3. Enter your agency FieldPrint code.

How to schedule a Criminal Background Check

Follow the prompted system instructions.

Please print your appointment confirmation and bring it with you to your appointment. If you are unable to print this information, please be sure to provide your Appointment Number to the technician at the time of your appointment.

Please be mindful of the following essential items:

- **You must present two forms of identification (one must be in the Primary ID list that contains a photo and is not expired).** The site technician will use the IDs to confirm your identity, but will not photocopy your IDs for any purpose.
- If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. **The name provided for the appointment must match both forms of identification, and the date of birth must be on the primary form of ID and must match exactly.**
- **Please be sure to attend your specific appointment date and time.**

IDENTIFICATION REQUIRED FOR FINGERPRINTING

Primary ID

- State-issued driver's license
- State-issued non-driver identity
- U.S. Passport/U.S. Passport Card
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

How to schedule a Criminal Background Check

Secondary ID

- State Government Issued Certificate of Birth
- Social Security Card
- Marriage Certificate
- Foreign Passport
- Certificate of Citizenship
- Certificate of Naturalization
- INS I-551 Permanent Resident Card
- State-issued drivers license
- State-issued non-driver identity
- U.S. Passport/U.S. Passport Card
- Military Identification Card
- Utility bill
- Credit/Debit Card
- Transportation Worker Identification Credential (TWIC Card)
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Bank Statement/Paycheck Stub
- Draft Record
- Native American Tribal Document
- DOD Common Access Card
- Foreign Drivers License
- Work Visa w/ Photo

REMINDERS FOR CANDIDATE

You will not be required to bring any paperwork or forms to the technician other than your two valid forms of identification.

Before arriving for your appointment, please remove all jewelry (rings and bracelets) from your hands and wrists. Please be advised that Fieldprint is not responsible for your personal belongings.

You will not be required to make any payment for your appointment at the collection site.

Please do not contact the location directly; the collection site cannot reschedule or cancel your appointment.