

## State of Delaware Employment and Volunteer Criminal Background Check Requirement Guidelines

Delaware regulation [745 Criminal Background Check for Public School Related Employment \(delaware.gov\)](#) applies to:

- 1) All individuals seeking Public School related employment in a Delaware Public School. A Criminal Background Check shall be completed for Employee, Contractors, or Volunteers of a Child Serving Entity.
- 2) It shall consist of a fingerprinted Delaware and national background check completed by the State Bureau of Identification (SBI) and the Federal Bureau of Investigation (FBI).
- 3) Additionally, a Child Protection Registry Check shall be completed by the Department of Services for Children, Youth and Their Families (DSCYF).

### Fingerprint Locations

The State Bureau of Identification is now scheduling fingerprint appointments at 9 locations. Hours of operation at Delaware State Police sites and partner sites can be found on the provided link. Most partner sites offer extended hours, to include weekend hours.

**For more information, click on the below link:**

<https://www.identogo.com/locations/delaware>

### Schedule an Appointment

To schedule a fingerprint appointment or to utilize the mail-in service, please click on the below link. Mail-in services are not available at Identgo® locations. Any mail-in requests sent to these locations will see significant delay.

<https://uenroll.identogo.com/>

### REQUIRED for Registration

An ODYSSEY CHARTER SCHOOL **DE SERVICE CODE** is necessary to register and schedule an appointment. Please select the appropriate code below based on your status:

Service Code	Service Name	Cost
27S1F4	DELAWARE PUBLIC SCHOOL <b>EMPLOYMENT</b> - ODYSSEY CHARTER	\$85.00
27S1GK	DELAWARE PUBLIC SCHOOL <b>VOLUNTEER</b> - ODYSSEY CHARTER	\$38.00

Please see the registration page for available payment options. A certified criminal history report is obtained through fingerprints. You must provide identification. Accepted forms of identification are identified on the registration page.