

# **2019 D.I.M.E. Background Check Information**

Per the Imperial Court proclamation, no Court is permitted to begin working with youth until background checks are on file with Imperial Headquarters. Daughters are responsible to pay for their own background checks. The preferred companies for background checks are **www.SentryLink.com** and **IdentoGo.com**. When submitting background checks, please be sure to include complete contact information so that your reply is not delayed. Fingerprints are not required for membership or D.I.M.E.

Please be sure that when the background check is submitted, that only the last four digits of the D.I.M.E. committee members social security numbers are visible. No one should provide their full social security number to anyone in the Court.

You have the option to email or mail your background check results. The physical mailing address to send your background check is listed below. If you choose to email it, save it in PDF format and email it to the Imperial Recordress, at **joycesil0313@aol.com**:

**D.I.M.E. Background Information**  
**Dt. Joyce A. Fontaine (42)**  
**Imperial Recordress**  
**2219 Watts Court**  
**Richmond, VA 23223-1933**

Upon receipt, the Imperial Recordress will send a letter (via email or USPS) to the Court Recordress or individual Daughter stating whether the background check was favorable. It is at the discretion of the Imperial Court as to what is unfavorable for working with youth. It is the Daughter's responsibility to give a copy of the letter to their D.I.M.E Court Chairperson or Illustrious Recordress.

## **Background Checks**

Legal Requirements: As an auxiliary of the A.E.A.O.N.M.S, Inc. it is required that mentors, volunteers, chaperones, or any Daughter working with youth have a background check, **NO EXCEPTIONS!** The preferred companies for background checks are **SentryLink.com** and **IdentoGo**.

### **Sentrylink.com Instructions**

1. Visit [www.sentrylink.com](http://www.sentrylink.com)
2. Register as a new user
3. Enter your personal and credit card information
4. Select "volunteer screening" from the drop-down menu as reason for running report

-- select reason --

- select reason --
- Self-check
- Employment screening
- Tenant screening
- Volunteer screening**
- Insurance underwriting
- Consumer-initiated business
- Testing
- Another reason

-- choose state --



5. Submit by clicking “Order my report - \$19.99” button. The response is instant. Be sure to check your spam/ junk folder if report is not received after 15 minutes. Save the file as a PDF to your computer or other electronic device.

## IndentoGo Instructions

1. Visit <https://www.identogo.com/services/identity-history-check/fbi-history-check>
2. Select one of the following links to locate your nearest IndentoGo facilitator:

Schedule an appointment for the following states: [\[https://fbido.ibtfingerprint.com/\]](https://fbido.ibtfingerprint.com/)

[DC, IL, MI, SC](#)

Schedule an appointment for all other states, (TN recently added): [\[https://uenroll.identogo.com/workflows/111VVQ/\]](https://uenroll.identogo.com/workflows/111VVQ/)

[Click Here](#)

If you are unable to locate an enrollment center near you: [\[https://uenroll.identogo.com/workflows/111VVQ/hardcard/privacy\]](https://uenroll.identogo.com/workflows/111VVQ/hardcard/privacy)

Pre-register to submit a fingerprint card by mail

3. The cost may vary by state
4. Follow the same process for submitting your IdentoGo background check to the Imperial Recordress listed on page 1 or on the coversheet.

## FBI HISTORY CHECK

### **Be sure you know what's in your criminal history report!**

As an approved FBI Channeler, our convenient nationwide network of IdentoGO Centers can securely capture and transmit your individual information to the FBI and safely allow you to access your Federal background check results.

### FAQ

#### **What is an FBI Identity Check?**

An FBI Identity History Check is a report that summarizes felony criminal arrest and conviction records submitted from ALL 50 states and the District of Columbia to the FBI. This service is provided in accordance with U.S. Departmental Order 556-73 that states an individual may obtain a copy of his/her FBI criminal identification record, upon request, for their personal review and correction purposes, and to challenge the information on record, and other court-related matters. Of note, this information is for your personal use only, and not for employment or licensing submission

#### **Why do I need FBI Identity Check?**

- To verify your individual information is accurate
- To review in advance of an employer, an agency, or anyone else
- To request a correction if information is inaccurate
- To satisfy possible requirements for adopting a child in the United States or internationally

- To satisfy a possible requirement to live, work or travel in a foreign country

## **I've never committed a crime, why would I need an FBI Identity History Check?**

Just because you've never personally committed a crime doesn't mean that someone else didn't while using your identity. Or, maybe there was mistaken identity with someone who shares your same name? It's key to make sure your FBI Background and History Check is correct! Learn how faulty FBI files can impact your life.

## **How do I obtain an FBI Identity History Check?**

It's easy! Visit a local Identogo Centers, securely provide your fingerprints which we will submit electronically to the FBI. A link will be emailed to you to safely access your Federal background check results. Click on the Schedule an Appointment Today link above to locate your nearest center.

**Referenced from the [identogo.com](http://identogo.com) website**

## D.I.M.E. Background Check and Fingerprint Cover Page\*

Court Name & Number \_\_\_\_\_

D.I.M.E. Court Chairperson \_\_\_\_\_

Ill. Commandress \_\_\_\_\_

**Please enter the Daughter's information below and place a check or "x" in the box for the appropriate documentation received.**

First Name	Last Name	Date Received	Background Check

This cover sheet serves two purposes: A list for the D.I.M.E. Court Chairperson to keep track of Daughters that have received their letter from the Imperial Recordress and to act as a coversheet when mailing or emailing the printed documentation. When Emailing: You may scan, and email this list along with the printed/ scanned documentation to: [joycesil0313@aol.com](mailto:joycesil0313@aol.com) When mailing: Please submit this cover sheet along with the completed Background Check form (s) to:

### D.I.M.E. Background Information

**Dt. Joyce A. Fontaine (42)**

**Imperial Recordress**

**2219 Watts Court Richmond, VA**

**23223-1933**

(Make copies as needed)

**\*Please be advised, if the coversheet is not included, it may be returned to the sender unprocessed**