

Butler County Register of Wills and Clerk of Orphans' Court

Instructions for Guardians Obtaining an FBI Clearance

Court-appointed guardians are required to obtain certain clearances, including an FBI clearance. In light of the difficulty guardians were facing in having their fingerprints taken for the FBI clearance, arrangements have been made for Court-appointed guardians to complete this service in the Adult Probation department of the Butler County Government Center.

After you have your fingerprint card, please follow these directions.

Step One:

Visit the IdentoGO website at <https://www.identogo.com/services>

Step Two:

In the left-hand column, click on "History Check"

Step Three:

Click on box that says "FBI History Check"

Step Four:

Click on the box that says "Schedule an appointment for all other states"

Step Five:

Click on "Submit a Fingerprint Card by Mail"

Ignore the words of caution

State your reason for obtaining the clearance as "Personal Review"

Complete the questions and submit payment.