

## VU STUDENT VOLUNTEER CLEARANCES

### Instructions to Program Directors

#### How to Request and Issue Authorization (Coupon) Codes for FBI Clearances at VU Public Safety

##### Instructions for Requesting Authorization (Coupon) Codes for FBI Fingerprinting

1. Requests can be made only by HR Representatives, VU Faculty or Staff who oversee programs and activities involving minors. **NO VU student can request authorization codes.**
2. Visit the VU Department of Public Safety website and select Forms and Downloads from the left hand column.
3. Select the Fingerprinting Coupon Codes Request Form.
4. Complete the Form and Submit. It will take 2-3 business days to receive the codes from Public Safety.
5. Only request the number of codes you will need to use in the next 30 days. The codes expire.
6. Please contact [VUfingerprints@villanova.edu](mailto:VUfingerprints@villanova.edu) with any questions.

##### Issuing Codes to VU Student Volunteers

1. When issuing codes to your VU student volunteers, please only issue one code per student volunteer. Please let the student volunteer know that codes are non-transferable.
2. You will need to keep a [spreadsheet](#), available from the University Compliance Office, of the voucher codes requested and to whom the codes were issued. This spreadsheet needs to be submitted to [Elizabeth.j.wright@villanova.edu](mailto:Elizabeth.j.wright@villanova.edu) at the end of each month.
3. If a student volunteer forgets or loses the code you issued them, you have the ability to retrieve the information from the spreadsheet.
4. Direct your VU student volunteers to [https://www1.villanova.edu/villanova/president/uco/minors/background\\_checks.html](https://www1.villanova.edu/villanova/president/uco/minors/background_checks.html) for complete instructions.