



NYC GoPass Instructions

Background check to become a Safe Families Volunteer
(includes FBI and NY State fingerprinting)

1. Safe Families enters your information into the GoPass roster.
 - We will need your: Full Name, Social Security #, Date of Birth, Address, Phone, and Email
2. You will receive an email from GoPass with an account activation link.
 - Create an account and confirm your profile.
 - Complete a background questionnaire with 16 Yes/No questions on your criminal history.
3. Generate and print your personalized fingerprinting referral form from GoPass.
 - Review information on referral form, submit form, print form and bring to GoPass on day of fingerprinting.
4. Get fingerprinted at a GoPass location (takes 10-15 minutes). Bring your ID, \$60 fee and referral form. We can reimburse you for the \$60 fee if you email us the receipt.
 - **65 Court Street, downtown Brooklyn (1st floor)**
Walk-in (no appointment needed)
Monday - Friday, 9am - 5pm
\$60 fee: credit, debit, check, or money order
 - **100 Gold Street, downtown Manhattan**
Appointment needed: Email GoPass@schools.nyc.gov to coordinate a day and time for fingerprinting
\$60 fee: NO credit or debit accepted - only check or money order
5. Receive a welcome email from GoPass when you are eligible (usually in 2-3 days) - *please notify Safe Families of your eligibility: nyc@safefamilies.net*
6. For reimbursement - email a copy of your receipt and mailing address to nyc@safefamilies.net - subject line: Reimbursement GoPass

Questions? Contact Charisma: nyc@safefamilies.net or (815) 310-5397

NYC GoPass website: <https://www.nycservice.org/pages/pages/72>

