Please note: Due to the impact of the COVID-19 pandemic, IdentoGo by IDEMIA enrollment centers are experiencing a temporary reduction in the number of centers available for fingerprinting appointments.

Tennessee Applicant Processing Services
INSTRUCTIONS FOR FINGERPRINTING

Follow the simple steps outlined below to complete the fingerprinting process:

➢ Go to www.identogo.com, and choose “Get Fingerprinted.”
➢ Select “Tennessee” under Select a Fingerprinting Service by State, click Go.
➢ Scroll down and Select “Digital Fingerprinting”
➢ Select “Schedule New Appointment”
➢ Click “Don’t Know Service Code”
➢ Under Agency Name, scroll down and select: Non-DCS Child Care/Adoption Providers – click Go.
➢ Under Applicant Type, scroll down and select: Child-Related Worker (Private) – click Go.
➢ In ORI Number Field, type: TNCC47076 – click Go.
   ▪ In the popup – *You have selected to be fingerprinted for COLLEGE OF EDUC., HEALTH & HUMAN SCIENCES-UTK, is this correct?* - Click Yes.
➢ Click either I do NOT agree/I AGREE to the terms of the Fingerprint-Based Criminal History Record Request Authorization & Notification Form – click Go.
➢ Enter your zip code for the nearest printing location – click Go.
➢ Scroll through and click SCHEDULE to schedule your appointment location, day and time.
➢ Complete Applicant Information and click Submit.
➢ Confirm that all information is correct and click Go.
➢ The cost of fingerprinting is $39.15 and you must pay onsite, at the appointment. Choose payment option and click Go. Online payments are not accepted.
➢ Print confirmation page and take approved identification documents with you to appointment. Approved document options are identified in your confirmation.

REMINDERS
COVID-19 Precautionary Measures

▪ Do not enter the enrollment center if you have symptoms, are awaiting the results of a COVID-19 test, or have been advised to self-quarantine
▪ If you are exhibiting symptoms, have a cold, or suspect you have the flu, we ask that you reschedule and fingerprint at a later date
▪ Please have identification documents and payment in your hand
▪ Do not place personal items (purses, hats, cell phones, etc.) on the counter or desk
▪ Practice social distancing, please maintain a 6’ distance between other customers
▪ Wait times may be longer than normal due to sanitizing protocol of equipment and surfaces between appointments.

Your photograph will be taken during the fingerprinting process. Please dress appropriately.
Primary Documents

As a primary form of picture identification, one of the following valid and unexpired documents is required to be presented to the enrollment agent when being fingerprinted:

- Driver's License issued by a State or outlying possession of the U.S.
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- U.S. Passport

However, in the absence of one of these documents, applicants may provide one or more Secondary Documents including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000-10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card

Secondary Documentation must be supported by at least two of the following:

- Current Utility Bill (Address)
- Voter Registration Card
- Current Vehicle Registration Card/Title
- Current Paycheck Stub with Name/Address
- Cancelled Check or Current Bank Statement
- Social Security Card

Please remember:
All ID Documents must be the originals. Copies will not be accepted.

Payments:
Personal checks and cash will not be accepted.