

Scheduling Fingerprints Online

Fingerprint Pre-enrollment Process

Pre-enrollment is the online process background study subjects use to register for fingerprinting and a photograph. IDEMIA emails pre-enrollment instructions to the background study subject within minutes after the entity completes the background study request in NETStudy 2.0.

1. Email to study subject

IDEMIA sends an email to the study subject that contains information needed for the subject to pre-enroll. Using a unique URL and Universal Enrollment Identification (UE ID) from the email, the study subject logs onto IDEMIA's website and completes the online pre-enrollment process.

IdentoGO

Service Details:

Customer: TESTP D.
Background Study ID: 1800302
UE ID: UZHN-111R4J

Services

MN DHS Background Study: \$9.50
Total: \$9.50

Payment is made at the time of the service.
We accept the following methods of payment:
Authorization Code, Business Check, Money Order,
Credit Card, Debit Card, Personal Check, and
Cashier's Check
Cash **will not** be accepted

Status as of 09/07/21

Pre-Enrolled

1. Click on the link to complete the pre-enrollment screens and schedule a time to be fingerprinted and photographed.
2. Check to find any additional emails that look like this one, but that have a different UEID number. If you have more than one of these emails, the law requires you to be fingerprinted more than once for different jobs or positions.

- If the emails have different UEID numbers, give the fingerprint technician all of the numbers when you go to be fingerprinted.
- You only need to schedule one fingerprint appointment.

If you have questions about the pre-enrollment process or need to schedule your fingerprint and photo appointment over the phone, please call IDEMIA's Call Center at 855-556-8505.

[Click here to schedule your appointment](#)

2. Essential Info

After clicking on the URL provided in IDEMIA's email, the study subject will see the Essential Info page. The study subject can use 1 of 2 ways to log in: enter their first, middle and last name, date of birth and email or go to the next tab and enter their UE ID provided in the email and date of birth. The date of birth must be entered in the format of MM/DD/YYYY.

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Information provided below must match information provided during enrollment.

Legal Name

* First Name * Middle Name (or N/A if no middle name)
* Last Name

Date of Birth

* Date of Birth

Email

Country Code Phone 1
Country Code Phone 2

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Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

UE ID / Date of Birth

* UE ID * Date of Birth

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3. Documents

The study subject must select an acceptable type of identity document from the dropdown menu.

The study subject may choose to bring a different type of identification to the service location from what they selected during pre-enrollment. However, the identity document must be on the list of acceptable forms of identification.

IdentoGO English

Service Code – Service Name

Essential Info Documents Location Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

- Choose One --
- Canadian Driver's License
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PERMIT or PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) that contains a photograph
- Enhanced Driver's License (EDL)
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

4. Location

The study subject locates a fingerprinting and photo service site that is convenient for them by typing in a zip code and clicking Search. A list of locations will appear, and the study subject will then select a location and click Next. The study subject can use this feature to find a location within or outside Minnesota.

IdentoGO English

Service Code – Service Name

Essential Info Documents Location Date and Time

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

City, MN Use My Location Search

Location	Address	Next 7 Days	Distance
City, MN	123 Main St	123 appointments available	5 miles

123 State Delivery
123 Main St
City, MN 12345

Hours:
Monday - Sunday: 08:00 AM - 05:00 PM
Turn left at Sonic.

Next

Cancel Back Next

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5. Date and Time

The study subject will schedule an appointment at the specified location. Only the dates that are on or before their fingerprint and photo deadline will display. If there is no availability at the specified location or the times do not work, the study subject may click back and select another location.

The screenshot shows the 'Date and Time' step of the IdentoGO appointment scheduling process. The page title is 'Service Code – Service Name'. It features a progress bar with three steps: 'Documents', 'Location', and 'Date and Time'. Below the progress bar, there is a note: '* Required Fields. Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.' The main section is titled 'Appointment Date and Time (first available displayed by default)'. It contains two dropdown menus: 'Select Date' and 'Select Time'. The 'Select Date' dropdown is open, showing a list of dates from Monday, Aug 16th to Saturday, Sep 4th. The 'Select Time' dropdown is currently set to '-- Choose One --'. Below the dropdowns, there is a text box containing the instruction 'Turn left at Sonic.' At the bottom of the page, there are 'Back' and 'Submit' buttons. A footer note reads '2017 © IdentoGO. All rights reserved. Privacy Policy'.

6. Service Summary

The study subject reviews their appointment location and the date and time of their appointment. The Service Summary page also provides fingerprint and photo service payment information. Payment is made at the fingerprint and photo service location at the time of service. The cost of the fingerprint is the study subject's own expense.

The screenshot shows the 'Service Summary' page on IdentoGO. The page title is 'Service Summary'. It displays the following information: 'Minnesota' as the state, 'Current Service: Service Code – Service Name' with a 'Print Status' link, and 'Status as of 08/05/2021'. A 'Pre-Enrolled' section states 'You have successfully pre-enrolled'. The 'Service Details' section includes: 'Date: 08/05/2021', 'I/E ID: UZNR-113R4', 'Service: Service Code – Service Name', and 'Estimated Amount Due: \$9.90'. It also lists accepted payment methods: 'Authorization Code, Business Check, Money Order, Credit Card' (with logos for Visa, Mastercard, American Express, and Discover) and notes 'Cash will not be accepted'. The 'Service Code – Service Name' section is empty. The 'City, MN' section shows the address: '123 State Delivery, 123 Main St, City, MN 12345' and a 'View Map' link. The 'Appointment Time' section shows '08/04/2021 @ 12:20 PM' and the instruction 'Turn left at Sonic.'. A note at the bottom states 'Please provide 24 hours notice when canceling/rescheduling an appointment.' and includes 'Cancel Appointment' and 'Reschedule Appointment' buttons. A 'Done' button is at the very bottom.

Time Limit to Complete Consent/Disclosure and Fingerprints

When the study subject receives the email with the enclosed link to complete the Consent and Disclosure and schedule fingerprints, they have only **fourteen (14) calendar days from the date that they receive that email** to complete and submit the Consent and Disclosure and to complete their fingerprints. If the fingerprints are completed and not the Consent and Disclosure within 14 days, the study subject's background check will be removed from the system and **NO REFUND** will be given for the cost of the fingerprints.