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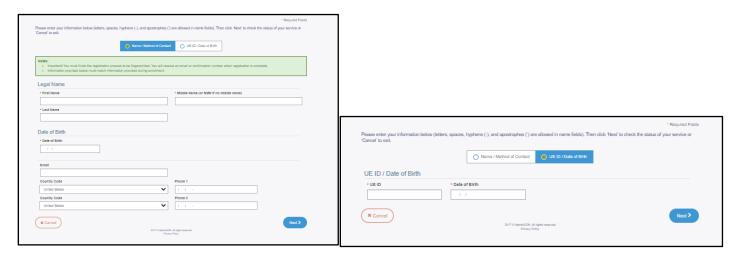
1. Email to study subject
IDEMIA sends an email to the study subject that contains information needed for the subject to pre-enroll. Using a unique URL and Universal Enrollment Identification (UE ID) from the email, the study subject logs onto IDEMIA's website and completes the online pre-enrollment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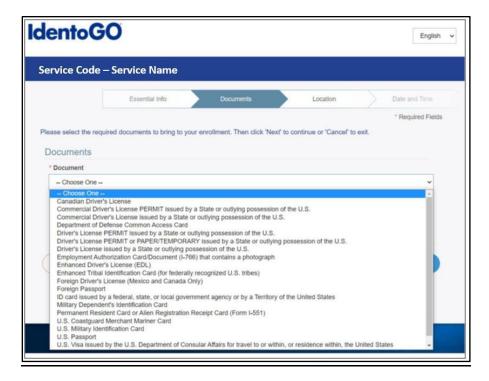

2. Essential Info
After clicking on the URL provided in IDEMIA's email, the study subject will see the Essential Info page. The study subject can use 1 of 2 ways to log in: enter their first, middle and last name, date of birth and email or go to the next tab and enter their UE ID provided in the email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

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.

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.
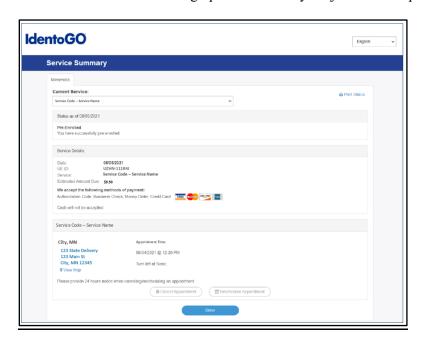
5. Date and Time

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.

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.

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.