**Scheduling Fingerprints & background check**

Website: <https://www.identogo.com/>

• Select- Digital ﬁnger printing

• Select -For new appointments

• Service code- click the do not know service code. It will ask what department you’re with. Select Department of Human Services/ select Go

• Applicant type- Adult/Childcare Worker select Go

• Have you received a print code? - No select Go

• Have you worked in another childcare employer in the last 180 days?

• Provider ID- 931720743

• Provider suﬃx- 000 [three zeros]

• Hire date- if one has not been given to you just select any upcoming date.

• Please enter your social and county of residency along with any other personal information

• Employer- The Village Daycare Center

• Address 10015 Rutledge Pike, Rutledge TN 37721

\*\*\*Once you have completed the ﬁngerprinting please send The Director a photo of the receipt they provide. This ﬁngerprinting is required by state so it is paid for by the state, you will not be charged. If you have any further questions or need help, please feel free to reach out and we will be happy to assist anyway we can.