Instructions for Fingerprinting
<u>Tennessee Applicant Processing Services</u>

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

1. Using your computer web browser, go to **www.identogo.com**.

2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment.

3. Scroll down and click box that says "Digital Fingerprinting"

4. On the right side, click "Find an IdentoGo center"

5. Enter city, state, or zip code.

6. Choose the Identogo location nearest you, then click "Schedule Appointment"

7. Scroll down and click on "Digital Fingerprinting"

8. Click "Schedule New Appointment"

9. Enter the service code and click "go"

10. If you do not know the service code, click "Don't Know Your Service Code", then click the drop-down arrow and select "Department of Human Services."

11. Then choose "Daycare Workers TNDHS"

12. Enter provider I.D. and suffix, hire date, social security number, and county of residence. Then click "Go."

13. Choose whether the applicant lived out-of-state within the last 5 years. If the answer is no, click "no" and then agree to conditions. If yes, list the appropriate and accurate out-of-state information, and then click "go". Then agree to conditions.

14. Enter zip code and choose the desired printing location. Then choose a date and time, and click "Go"

15. Enter all the applicant's required information and click "submit"

16. If you are required to pay for your own fingerprinting, then you will be presented with payment options. Complete your payment process and click "Send Payment Information".

17. Print your confirmation page.

18. Bring a valid state or federal photo ID with you to the appointment. The approved forms of identifications can be found on your appointment confirmation.

19. Arrive at the facility at your appointed date and time.

20. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.

21. You will receive a signed receipt at the end of your fingerprinting session. Please return the receipt to the childcare agency as proof of fingerprinting.

22. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. Identogo is never in possession of criminal record data results.

*<u>If you answered "yes"</u> to having lived out-of-state within the last 5 years, please go to the website below to locate any state form applicable to you.

- **Any completed out-of-state forms should be sent at <u>least one day after</u> the applicant is fingerprinted. (this gives the fingerprints time to come through in the system), but no later than 30 days AFTER.**

- **The out-of-state forms <u>should not be sent before the applicant is printed</u>.**

- **https://www.tn.gov/humanservices/for-families/child-care-services/background-checks-for-child-care-employees/ child-care-out-of-state-registry-check0.html**