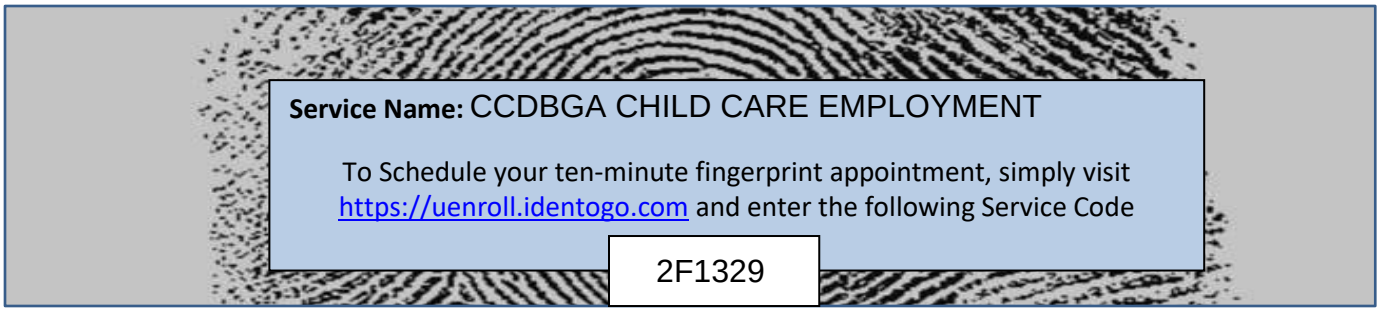
Child Care Employment

Play and Learn

IdentoGO

Fingerprint Service Code Form



Service Name: CCDBGA CHILD CARE EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

2F1329

When prompted, please enter the following:
Contributor Case Number: DC0932 **09PLA0001**

Service Code is unique to your hiring/licensing agency. ***Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

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

IMPORTANT! Retain your receipt of fingerprinting and return promptly to your employer.

Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981.**

ATTENTION- IMPORTANT CHANGES TO FINGERPRINT SERVICES

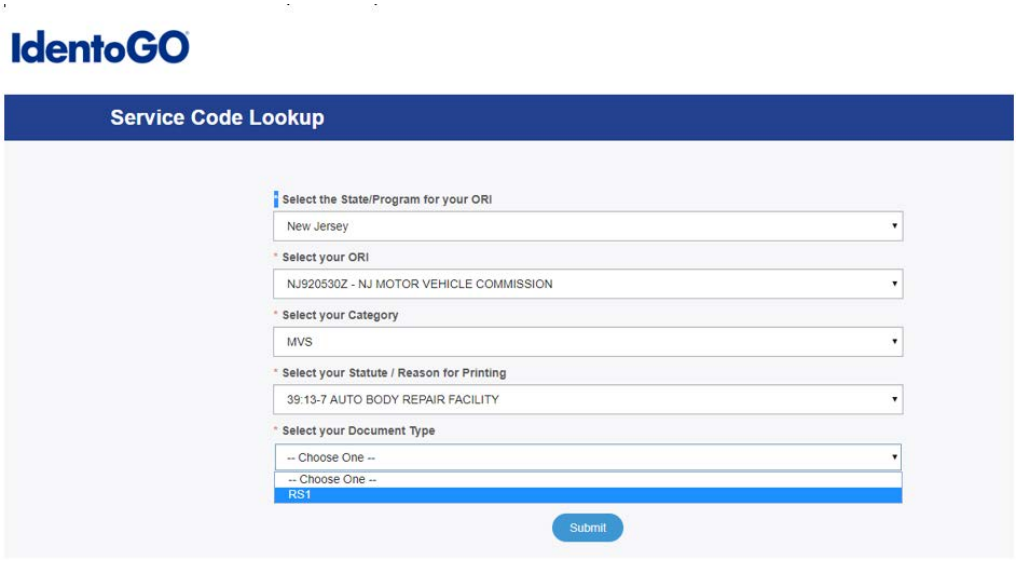
Effective February 17, 2020, IDEMIA (formerly MorphoTrust), New Jersey's vendor for fingerprinting services, is implementing a new Universal Enrollment Platform (UEP). This new platform is intended to simplify the scheduling process by the assignment of one unique service code that will be used to schedule fingerprint appointments.

The 5-digit service code will replace the need for applicants to enter multiple pieces of information from the IdentoGO fingerprint form when scheduling appointments.

NOTE: Applicants who wish to schedule an appointment prior to February 17th will still be able to use the IdentoGO fingerprint from they were issued and schedule an appointment at www.bioapplicant.com/.

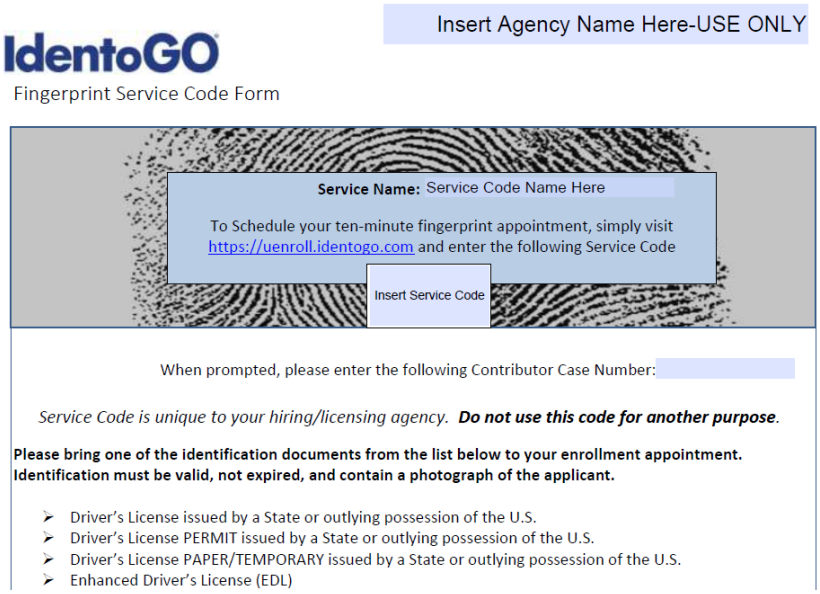
Applicants who wish to schedule an appointment after February 17th will still be able to use the IdentoGO fingerprint from they were issued and schedule an appointment at https://uenroll.identogo.com/

On February 17, 2020 applicants will go to https://uenroll.identogo.com/ (or call 877-503-5981) to schedule an appointment. Applicants will still be able to use the IdentoGO fingerprint from they were issued to schedule an appointment. Applicants can look up the Service Code by using the information found on the IdentoGO fingerprint form. See example below.



IMPORTANT INFORMATION FOR PROVIDERS/EMPLOYERS/AGENCIES

DHS will send Service Code Forms (replacing the IdentoGO Universal Fingerprint Form) to providers, employers, and agencies by February 14, 2020. If you do not receive the new form with your service code by February 14th, please call ECCU at 609-292-0207. See sample below.



Insert Agency Name Here-USE ONLY

IdentoGO

Fingerprint Service Code Form

Service Name: Service Code Name Here

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

Insert Service Code

When prompted, please enter the following Contributor Case Number:

Service Code is unique to your hiring/licensing agency. ***Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)

As of February 17th, applicants will go to https://uenroll.identogo.com/ to schedule appointments. They will enter the Service Code and the Contributor Case Number.

Your contributor case number will not change.

Applicants will choose an appointment date, time, and location and then enter their demographic information.

Applicants will receive a receipt (as they always have), that they will return to you.

Note: Receipts will no longer contain the PCN number. Receipts will contain a UEID.

If you currently access cleared results from the DHS FARA system, https://www.state.nj.us/humanservices/staff/opia/cfu/fara.html , or if you need to retain the PCN number for archiving or other purposes, you will be required to look up the PCN- now called the TCN- number through IDEMIA.

Note: DHS is working on updates to FARA in order to avoid the following steps. Your patience is appreciated.

To find the TCN number (formerly the PCN number):

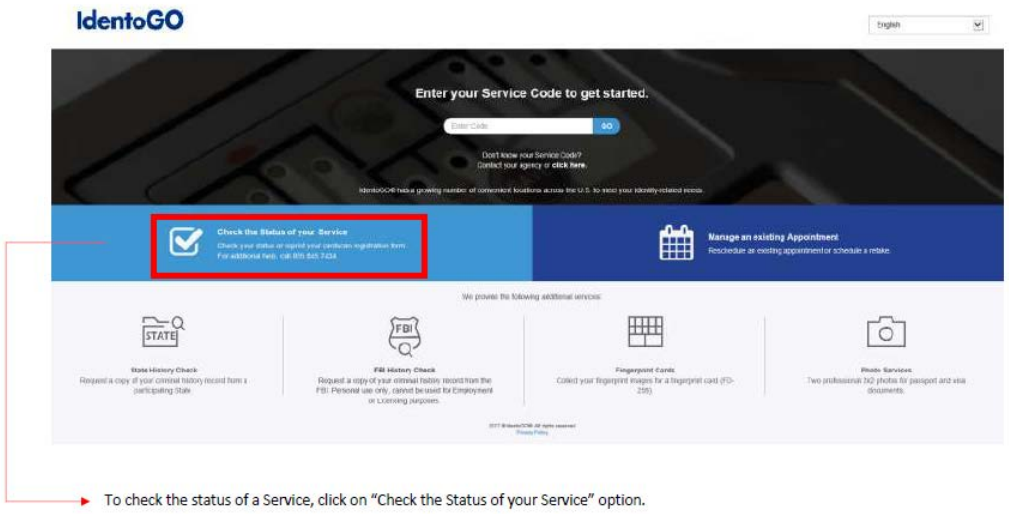
The fingerprint receipt will display a UEID.

The UEID will always be 10 characters long, and will always have a prefix of “UZNJ” for New Jersey submissions. The remaining 6 characters will be alpha or numeric, randomly assigned by the system.

If an applicant provides their email address, they will receive an automatic email that includes the TCN once they have been printed and the submission completed. The applicant can forward this e-mail to the employer/provider/agency.
OR
Employers/providers/agencies can visit the “Check My Status” UEP link at https://uenroll.identogo.com/ website (also shown on the bottom of the receipt).

Enter the UEID and applicant DOB. You will receive the service summary page. This could be accomplished in real time by the facility HR or staff as long as the applicant has their receipt/UEID.

See example below.



Use the TCN number in place of the PCN number on FARA

Fingerprint applicants are not authorized to access results from FARA- only agency personnel should access results from FARA

https://www.state.nj.us/humanservices/staff/opia/cfu/fara.html