



Fingerprint Service Code Form

Service Name: Personal – Individual Check

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

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)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign 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

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)

Juveniles

- Approved Documents list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal (or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **866.761.8069**.

Instructions For Applicants Who Would Like Their Results To Be Sent To Someone Else Instead Of Receiving Them:

If you would like to have your results provided to an agency/individual other than yourself, please follow the below instructions when registering and completing your fingerprints.

- When registering, on the first page of information collection, you can enter the e-mail address of the person/agency who you would like to be notified when the results are available. If you enter your e-mail address, you will receive the results.

* Method of Contact (email is required)

* Email	* Confirm Email
<input type="text"/>	<input type="text"/>
Country Code	Phone 1
<input type="text" value="United States"/>	<input type="text" value="() _-__"/>
Country Code	Phone 2
<input type="text" value="United States"/>	<input type="text" value="() _-__"/>

- On the second page of registration, you will be asked to provide a security question and answer. The security answer will need to be provided to the person who is accessing the results, as they are required to enter it in order to access your results letter.

Agency Identifiers

* Create a security question

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

* Enter an answer for your security question

You will have to supply this answer to your question to access your unofficial criminal history information when complete. Access to this report is one-time use only, with only three attempts allowed to enter this answer correctly. Please remember or store this answer safely to use later. No other person will have access to this answer to retrieve.

- At the enrollment, you will be asked to verify the e-mail address that you provided during the pre-enrollment. Please bring this with you so it can easily be entered a second time. If the e-mail address is changed during the fingerprinting session, the results will not go to the e-mail address entered during registration.