

Instructions for scheduling a fingerprinting appointment in The Diocese of West Tennessee

1. After reading the following instructions, you will be able to use your computer web browser to schedule an appointment.
2. If you do not have access to internet, you may call 855-226-2937 (toll-free) to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself online.
3. Go to www.identogo.com and choose Tennessee under search for services by state. Click *Go*.
4. Under “Enrollment Services” select “Digital Fingerprinting”.
5. Enter service code, 28TY6K, for Child-Related Worker (Private) if you are an employee or 28TY72 Child-Related Worker Volunteer (Private) if you are a volunteer. Click *Go*.
6. Confirm the service code entered and click *Continue*.
7. Enter the Diocesan ORI number **TNCC79001**. Click *Go*. You should see the message: *You have selected to be fingerprinted for THE DIOCESE OF WEST TENNESSEE. Is this correct?* Choose *Yes*.
8. Read the acknowledgement and select the “I Agree” box. Click *Go*.
9. Enter your zip code to determine the closest fingerprinting location. Click *Go*.
10. Click on the word *Schedule* across from the location of your choice, under the day you wish to be fingerprinted. If you want a date further in the future, select *Next Week>>* to display more dates. Once you select the location/date combination, select the time for your appointment and click *Continue*.
11. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click *Submit*.
12. Confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct, click *Go*.
13. You will then be presented with payment options. Complete your payment process according to instructions given by your Parish/Mission/School/Institution. Click *Go*.
14. Print your confirmation page.
15. Take approved identification documents with you to the appointment for identity confirmation.
16. Arrive at the facility at your appointed date and time.
17. 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 usually takes less than five minutes
18. You will receive a signed receipt at the end of your fingerprinting session, which can be provided to your Parish/Mission/School/Institution for proof of fingerprinting, if necessary.
19. All results will be processed and delivered to the Diocese who will then transmit the results to your Parish/Mission/School/Institution.