

DIRECTIONS FOR GETTING FINGERPRINTED

1. Contact IDEMIA by going to their website at uenroll.identogo.com, or by calling (877)-472-6915.
2. You will be prompted for the service code **14ZGR7**. This is for employment clearance. (If you need fingerprint clearance for certification, you can search for the service code.)
3. Entire fingerprint application and fee will be managed by IDEMIA. Applicants for fingerprinting can complete an online application and schedule a fingerprinting appointment, or can talk to an IDEMIA representative on the telephone to complete the application and appointment process.
4. Method of payment is done on-site at the time of the fingerprinting appointment by credit card, debit card, money order, or check. Checks are made payable to IDEMIA.
5. You will need two forms of identification. At least one form of identification must contain a photo.

Accepted Photo Identification Documents include: U. S. Passport, Permanent Resident Card, Driver’s License or Photo ID Card (issued by U.S. State or Territory), Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A), or a Photo Id Card issued by Federal, State or Local Government.

Additional Identification Documents include: U.S. Military Card or Draft Record, Military Dependent’s ID card, Coast Guard Merchant Mariner Card, Native American Tribal Document, Canadian Driver’s License, U.S. Social Security Card, Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal, Certification of Birth Abroad (Issued by U.S. Department of State)

The fee for fingerprinting is **\$100.25**; the breakdown is as follows:

DCJS fee	\$ 75.00
FBI Fee	\$ 13.25
IDEMIA Fee	<u>\$ 12.00</u>
Total	\$100.25