

IdentoGo (by Idemia (formerly Morpho Trust USA))

The position for which you have applied requires you to undergo a fingerprint-based background check.

Please follow the steps below:

- Register through **IdentoGo** either on-line at <http://www.identogo.com> or by calling **1-855-226-2937** between the hours of 8:00 AM – 4:30 PM CST.
- Provide the personal identification information – listed below.
- After providing the requested information, you may be given a registration I.D number. Write down your registration number and take it with you when you go to the chosen printing location as it may be requested in order for you to be fingerprinted. # _____
- Be prepared to show a valid/unexpired Photo ID.
 - **Driver's License issued by a State or outlying possession of the U.S.**
 - **State ID card (or outlying possession of the U.S.) with a seal or logo from State or State Agency**
 - **Commercial Driver's License issued by a State or outlying possession of the U.S.**
 - **U.S. Passport**
- The \$35.15 fee will be paid at the time of printing with a **credit card, cashier's check or money order** made payable to "**Idemia**." **NO cash or personal checks will be accepted.**
- After being printed, write down your transaction number and keep it in case you are required to provide this to your agency/organization for proof of printing. # _____
- **Appointments are required.** Walk-in appointments are not available.

Personal Identification Information:

Please be prepared to provide the following information when you call or register online:

- ✓ Full Legal Name
- ✓ Date of Birth
- ✓ Sex
- ✓ Race
- ✓ Place of Birth
- ✓ Eye Color/Hair Color
- ✓ Height/Weight
- ✓ Social Security Number
- ✓ Applicant Phone
- ✓ Country of Citizenship
- ✓ Applicant Address
- ✓ Applicant Service Code (*See BOX below.)
- ✓ Agency ORI: **TN930080Z**
- ✓ Payment to be made by: **APPLICANT / VOLUNTEER**
- ✓ Choose Printing Location:

****The Hickory Valley site is NOT available to new applicants, contractors or volunteers.
It is being used off site for current employees ONLY.**

- ✓ Employer Name: Hamilton County Department of Education
- ✓ Employer Address/City/State/Zip: 3074 Hickory Valley Road, Chattanooga, TN 37421

*APPLICANT SERVICE CODES:

School Worker Volunteer (28TYKR)