

## Holy Rosary Catholic School Instructions for Fingerprinting

Please follow the steps outlined below for online registration:

1. Go to [www.identogo.com](http://www.identogo.com). Scroll down to the middle of the page and search for services by State. Select Tennessee.
2. Under Enrollment Services select Digital Fingerprinting.
3. Select Schedule a new appointment
4. Select "Don't know your service code".
5. Under Agency name select Non-DCS Child Care/Adoption Providers and hit Go
6. Under Applicant type select Child-Related Worker Volunteer (Private).
7. Under ORI number type in **TNCC79117**.
8. You will be asked to confirm that you are with Holy Rosary School. Click yes
9. Read the acknowledgement and select "I Agree". Click Go
10. Enter a Zip Code to determine the closest location for you. School Zip Code is 38117.
11. Choose the location at which you would like to be printed, view schedule, and select an appointment date/time.
12. Enter the required demographic information.
13. Verify that all information is correct.
14. Select Method of payment (this will be self-pay but will be reimbursed by the school).
15. Bring approved identification documents with you to the appointment. Approved document options are identified on your confirmation page.
16. Arrive at the facility at your appointed date and time.
17. The Enrollment Officer will check your ID, verify your information, collect payment, capture your fingerprints, and submit your data. This normally takes less than 5 minutes.
18. All results will be processed and delivered to your employing agency for processing by the TBI.
19. You will receive a signed receipt at the end of your fingerprinting session. This is proof of fingerprinting. Bring payment receipts and fingerprinting receipts to school and give to Tracy Thompson.
20. Upon returning to school complete a check request for reimbursement.