

HAMBLEN COUNTY DEPARTMENT OF EDUCATION

FINGERPRINT INSTRUCTIONS

1. Contact Identogo at [1-855-226-2937](tel:1-855-226-2937), or go on-line to www.identogo.com to register, make an appointment and make your payment.
2. For online registration- Go to www.identogo.com.
 - First, click “Get Fingerprinted”
 - Second, choose Tennessee from the drop-down options
 - Next, click “Digital Fingerprint”
 - Then, click “Schedule a New Appointment”
 - Next, click “Don’t know your Service Code”
 - Then, choose “State Schools/Colleges” for the Agency Name drop down options
 - Next, choose the applicant type for the drop-down options that best fits your job title.
 - Next, enter the **ori number TN930020Z**, and confirm you are fingerprinting for Hamblen County Department of Education.
 - Then, click the agreement form
 - Next you will enter your zip code, and choose a location. You will then choose your day, and time. Once you choose a time you will be directed to the applicant information page. Once you complete the required fields, you will follow the prompts for payment.
3. You should receive confirmation of the registration. Please write down, or print this information for your records.
4. No cash or personal checks will be accepted. If you do not bring the proper payment, you will not be fingerprinted. TBI/FBI Applicant cost- \$3515. Note- prices are subject to change. For current prices please contact Identogo at [1-855-226-2937](tel:1-855-226-2937).
5. You will need to bring your driver’s license as identification. If you do not have a valid driver’s license you may provide one or more of the following documents: birth certificate, U.S. passport, social security card or certification of citizenship.