

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. You will first enter your zip code, choose a location and click schedule appointment. Next, click “Appointments”, choose a language, and enter your name. After you click “Go” you will be asked your agency name. Choose “State schools/colleges”, and then choose the applicant type that best fits your job title. Next, you will need to enter the **ORI number TN930020Z**, and confirm that it goes to Hamblen County Schools. The next step is to again 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- \$35.15, and TBI/FBI Volunteer cost- \$31.15. 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.

Fingerprints done anywhere except through IdentoGo may or may not meet the criteria for Hamblen County Schools. To avoid paying for reports that are not acceptable, appointments should be scheduled only through IdentoGo as outlined above.