

Fingerprint Registration: Adult Care

Go to www.Indentogo.com and click “Get Fingerprinted”

The image shows the homepage of IdentoGO. At the top left is the IdentoGO logo with 'By IDEMIA' underneath. To the right of the logo is a navigation menu with links for 'Services', 'Solutions', 'Locations', 'News', and 'Partners'. A blue button with a fingerprint icon and the text 'Get Fingerprinted' is circled in red. Below the navigation is a large banner with a background image of birth certificates. The banner text reads: 'Can't find your Birth Certificate?' followed by 'IdentoGO is an authorized Lexis Nexis partner. With Vital Chek® Express Certificate Service by Lexis Nexis, you can obtain official, certified birth certificates online – quickly and securely.' The VitalChek logo is centered below the text. A blue 'Learn More' button is positioned below the VitalChek logo. At the bottom of the banner are four small circles, with the fourth one filled. Below the banner is a dark grey footer with two search sections. The left section is titled 'Find the nearest IdentoGO center.' and contains a text input field labeled 'Zip, city, or state'. The right section is titled 'Search for services by state.' and contains a dropdown menu labeled 'Select One' and a blue 'Go' button.

IdentoGO
By IDEMIA

Services Solutions Locations News Partners **Get Fingerprinted**

Can't find your Birth Certificate?

IdentoGO is an authorized Lexis Nexis partner. With Vital Chek® Express Certificate Service by Lexis Nexis, you can obtain official, certified birth certificates online – quickly and securely.

VitalChek
EXPRESS CERTIFICATE SERVICE
A LexisNexis Company

Learn More

Find the nearest IdentoGO center.

Zip, city, or state

Search for services by state.

Select One **Go**

Choose Tennessee and press GO

Services

Select a service below to get started.

Digital Fingerprinting

TSA PreCheck®

TWIC®

HAZMAT

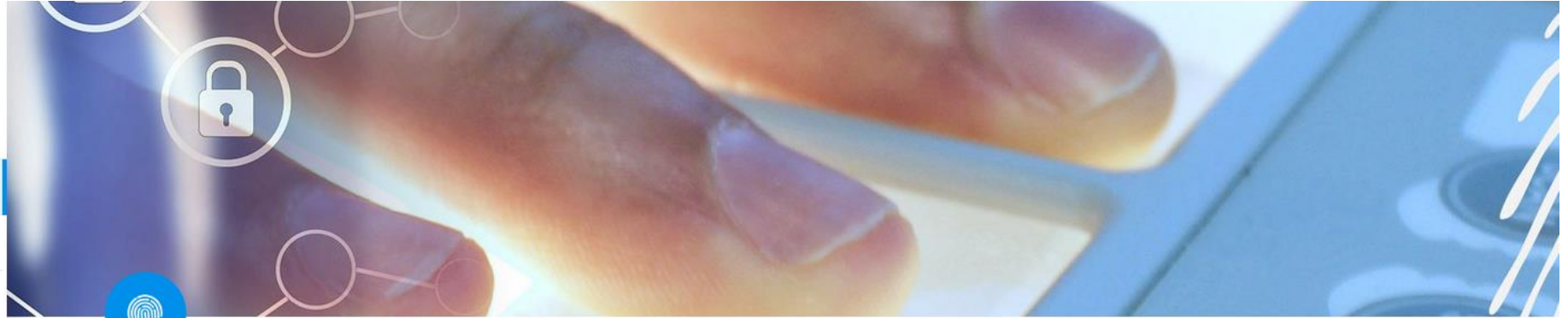
Birth Certify

Birth Certificates

Photo Services

Fingerprint Card

History Check



DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

Tennessee



Go

Find an Identogo Center

Enter you Location to find the nearest center.

Zip, city, or state

Scroll down and choose “Digital Fingerprinting”

Enrollment Services

Select an Option Below to Get Started



Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



TSA PreCheck®

An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.



HAZMAT

A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license.



TWIC®



FBI History Check

Choose “Schedule a New Appointment”

Fingerprinting & Enrollment Services

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling sick and have scheduled an appointment with us, we ask that you visit us online or call to reschedule your appointment. Be aware that if you are exhibiting symptoms while at an enrollment center, we may kindly ask to reschedule your appointment. Our staff are trained to sanitize their hands between customer interactions, and to disinfect surfaces that customers come in contact with regularly. In response to the Coronavirus, we have increased cleaning protocols related to high-touch surfaces like door handles, keyboards, counters, chairs, etc. We have directed our team to stay home and see a doctor when they are not feeling well.

Please print the confirmation statement at the end of your enrollment and follow all published safety guidelines we have implemented based on CDC and WHO recommendations.

For Licensing, Certification or Employment requirements in Tennessee

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

Schedule a New Appointment

To Mail In Your Fingerprint Card

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdenGO after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

To Look Up or Change an Existing Appointment

To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

Registration ID (REGID)

UEID

Email Address

For Fingerprint Rejection Notices

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Transaction Control Referral (TCR)

Check the Status of your Service

To check the status of your fingerprint background check, please choose one of the methods below to locate your record.

Registration ID (REGID)

Transaction Control Referral (TCR)

Email Address

UEID

Enter Service Code. If you do not know the service code, choose “Don’t know your Service Code”



Start Over

English · Español

Tennessee

Application Details

service code *

This field cannot be empty

Go >

Don't know your Service Code

Reset ↺

If you have any questions with the website, please call 855-226-2937.

From the drop-down menu, choose “Department of Human Services” and press GO

IdentoGO

Start Over

English · Español

Tennessee

Application Details

agency name *

Department of Human Services

Go >

Reset ↻

If you have any questions with the website, please call 855-226-2937.

[POLICY](#) | [PRIVACY STATEMENT](#)

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Choose applicant type: Adult/Child Care Worker. Then press GO.



Tennessee

agency name *

✓ Department of Human Services

applicant type *

Adult/Child Care Worker

FS-BIS Food Programs

Federal Tax Information

Vocational Rehabilitation

Reset ↻

Have you received a Print Code from the TN DHS Background Unit? If YES, choose YES and click GO. Then enter the Print Code and press GO.



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[English](#) · [Español](#)

Tennessee

Application Details

agency name *

Department of Human Services

applicant type *

Daycare Workers (TNDHS)

have you received a print code from your agency? *

yes * no *

print code *

This field cannot be empty

[Go >](#)

[Reset ↺](#)

If you did NOT receive a Print Code from the TN DHS Background Unit, choose NO. Then choose whether you have worked in TN Child Care in the last 180 days. If NO, continue to slide 11. If YES, choose whether you have worked for a TN DHS Child Care center in the last 5 years.

agency name *

Department of Human Services

applicant type *

Daycare Workers (TNDHS)

have you received a print code from your agency? *

yes * no *

have you worked for a tennessee childcare employer in the last 180 days (6 months)? *

yes * no *

have you been fingerprinted as a tennessee dhs childcare employee in the last 5 years? *

yes * no *

Enter the required information and press GO.

provider id *

This field cannot be empty

provider suffix *

This field cannot be empty

dhs hire date (mmddyyyy) *

This field cannot be empty

last name *

This field cannot be empty

date of birth (mmddyyyy) *

social security number *

county of residence *

Go >

Reset ↺

If you receive this pop-up message, please contact the Background Unit at either 625-253-4170 or CCBackground.DHS@tn.gov. If you do NOT receive this message, continue on to the next slide.

Our records indicate that you may have been fingerprinted within the last 5 years. Please contact the DHS background check unit for further instructions by email at CCBackground.DHS@tn.gov or by phone at (615) 253-4170.

Continue

Enter Provider ID, suffix, DHS Hire Date, Social Security Number, and County of Residence and press GO.

provider id *

This field cannot be empty

provider suffix *

dhs hire date (mmddyyyy) *

social security number *

county of residence *

Go >

Reset ↺

Choose YES when you get the pop up verifying which center you are printing for.

You have selected to be fingerprinted for

DHS DIR OF HUMAN RESOURCES - VOC REHAB
505 Deaderick St
Nashville
TN
37243

Is this correct?

Have you lived, worked, or attended school outside of Tennessee in the last 5 years? If YES, choose YES. Choose how many states you have lived, worked, or attended school in within the last 5 years. Then press GO and choose your state(s).

during the last five (5) years, have you lived, worked and/or attended school outside of tennessee? *

yes * no *

how many states other than tennessee have you resided in over the last 5 years? *

1 ▾

state 1 *

KANSAS ▾

Go >

Reset ↺

Choose “I AGREE” and press GO.

Tennessee

Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE SIGNING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment /licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures may be downloaded from FBI.gov.

I do NOT agree to the terms and conditions of this background check. By checking this box, the process will be terminated.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

Go >

Enter your zip code to determine to best location for fingerprinting, and press GO.

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[English](#) · [Español](#)

Tennessee

Appointment Details

Enter a zip code to determine the closest fingerprinting location.

Go >

Choose the best location and schedule your date and time.

Zip Code:37722 Change		Next Week >						
		Wednesday 10/20/2021	Thursday 10/21/2021	Friday 10/22/2021	Saturday 10/23/2021	Sunday 10/24/2021	Monday 10/25/2021	Tuesday 10/26/2021
Sevierville, TN-Dolly Parton Pkwy Directions IdentoGO 1016 Dolly Parton Pkwy Ste 6 Sevierville, TN 37862 Enrollment Center is located inside Your Ticket to Travel.	Schedule Full	Schedule	Schedule				Schedule	Schedule
  Directions Morristown, TN-W Andrew Johnson Hwy IdentoGO 2812 W Andrew Johnson Hwy Morristown, TN 37814 The enrollment center is located inside Goodwill Industries. All customers are required to wear a mask or facial covering for entry.	Schedule Full						Schedule	Schedule
Greeneville, TN-Newport Hwy Directions IdentoGO 2815 Newport Hwy Greeneville, TN 37743	Schedule Full	Schedule	Schedule	Schedule	Schedule		Schedule	Schedule
Morristown, TN-Industrial Ave Directions IdentoGO 348 Industrial Ave	Schedule Full	Schedule	Schedule	Schedule	Schedule			Schedule

Enter ALL necessary demographic information and press SUBMIT



[Start Over](#)

English · Español

Tennessee

Applicant Information

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

APPLICANT NAME

prefix	first name *	middle name	last name *	suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This field cannot be empty

APPLICANT ALIAS OR MAIDEN NAME

prefix	first name	middle name	last name	suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Alias](#) (up to 5)

HOME ADDRESS

number *	direction	street name *	unit designator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
country *	city *	state / territory *	zip code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

METHODS OF CONTACT

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

phone 1 *	phone 1 type *	phone 2	phone 2 type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
email	confirm email		
<input type="text"/>	<input type="text"/>		
preferred contact method *	preferred contact time	contact notes/instructions	

If you have any questions with the website, please call 855-226-2937.

Verify that all information is correct then press GO. Then your fingerprint appointment will be scheduled.

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT ---->

Go >

APPLICATION DETAILS [CHANGE](#)

agency name

Department of Human Services

provider id

EMPLOYEES

applicant type

Vocational Rehabilitation

provider suffix

005

ori number

TNDHS000Z

dhs hire date (mmddyyyy)

11202014

provider name

DHS DIR OF HUMAN RESOURCES - VOC REHAB

oca number

Enter your Payment Method: TN DHS does not cover this payment. Then continue and your registration is complete.



[← Start Over](#)

English · Español

Tennessee

Payment Collection

Your total is \$35.15. Please choose a payment method below.

Pay Onsite (At appointment)

- Credit Card
- Certified Check or Money Order
- Coupon Code