Instructions for Fingerprinting
Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to **www.identogo.com**.
2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment.
3. Scroll down and click box that says "Digital Fingerprinting"
4. On the right side, click "Find an IdentoGo center"
5. Enter city, state, or zip code.
6. Choose the Identogo location nearest you, then click "Schedule Appointment"
7. Scroll down and click on "Digital Fingerprinting"
8. Click "Schedule New Appointment"
9. Enter the service code and click "go." If you do not know the service code, click "Don't Know Your Service Code", then click the drop-down arrow and select "Department of Human Services."
10. Then choose "Daycare Workers TNDHS"
11. When asked if DHS provided you with a print code, choose either Yes or No. If YES, enter the code. Then enter provider I.D. and suffix, hire date, social security number, and county of residence. Then click "Go." If NO, continue to #12.
12. Entered whether you have worked in Child Care in the last 180 days (Yes or No). If NO, enter provider I.D. and suffix, hire date, social security number, and county of residence. Then click "Go."
13. Choose whether you lived out-of-state within the last 5 years. If the answer is no, click "no" and then agree to conditions and continue to #16. If yes, list the appropriate out-of-state information, and then click "go". Then agree to conditions and continue to #15.
14. If YES, choose whether you have printed for a TN DHS Child Care Facility in the last 5 years. Then click "Go." Then enter provider I.D. and suffix, hire date, last name, date of birth, social security number, and county of residence. Then click "Go." If you receive a pop-up box indicating you have been printed for TN DHS Child Care in the last 5 years, stop registration and contact the Background Unit at either CCBackground.DHS@tn.gov or 615-253-4170.
15. Enter zip code and choose the desired printing location. Then choose a date and time, and click "Go"
16. Enter all of your required information and click "submit"
17. Print your confirmation page.
18. Bring a valid state or federal photo ID with you to the appointment. The approved forms of identification can be found on your appointment confirmation.
19. Arrive at the facility at your appointed date and time.
20. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
21. You will receive a signed receipt at the end of your fingerprinting session. Please return the receipt to the childcare agency as proof of fingerprinting.
22. Identogo is never in possession of criminal record data results. All results will be processed and delivered to your employing or licensing agency for processing by the TBI.

    ***If you answered "yes" to having lived out-of-state within the last 5 years, please go to the website below to locate any state form applicable to you.**

    - **Any completed out-of-state forms should be sent at least one day after you are fingerprinted. (this gives the fingerprints time to come through in the system), but no later than 30 days AFTER.**
    - **The out-of-state forms should not be sent before you are printed.**

    Link to Out of State Website: https://www.tn.gov/content/tn/humanservices/for-families/child-care-services/background-checks-for-child-care-employees/child-care-out-of-state-registry-check0/out-of-state-registry-check--if-you-work-for-a-child-care-in-tn-.html