

## **Fingerprinting Procedure**

As of February 2021

1. You must schedule an appointment for the fingerprinting process.
  - Online: visit <https://uenroll.identogo.com/>
    - Enter the appropriate service code:
      - Certification Applicants: 14ZGQT (Teachers)
      - Employee Applicants: 14ZGR7 (Substitutes and Bus Monitor)
      - Bus Drivers: 15468T

### **OR**

- Call MorphoTrust at 877-472-6915

You **MUST** have an appointment-Walk-ins are **NOT** accepted.

2. Cost: The fee for fingerprinting is \$102.00 (as of 2/2021).

3. You must have 2(two) forms of ID.

- One form must contain a photo:

### **Acceptable Photo Identification Documents**

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

### **Additional Identification Documents**

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (*only accepted for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only accepted for applicants under the age of 18*).