

## Fingerprint Rejection Processing Maine Applicant Printing Network



To schedule a reprint appointment on the internet, on the web browser address bar enter <http://www.identogo.com>

1. Click Maine on the map or chose Maine in the drop down box and click "Go".
2. Near the bottom of this screen, click on the words "*ONLINE SCHEDULING*".
3. Chose the preferred language by clicking on either English or Spanish.
4. From the "WELCOME" screen, scroll to the bottom of the page under "EXISTING APPOINTMENTS".
5. Click on "*I HAVE RECEIVED A REJECTION NOTICE AND NEED TO SCHEDULE AN APPOINTMENT*".
6. On the rejection details screen, type the TCR Number provided in the rejection notice in the blank box and click "Go".
7. Select the location where the reprint appointment will be scheduled. Selection may be made by entering a zip code, clicking on the picture of the map or choosing a region of the state from the drop down box. Once the location has been chosen, click "Go".
8. Choose your preferred location and desired date for reprinting and click on the words "Click to Schedule". If a date further into the future is desired, click the "Next Week>>" link. Once the location/date combination is found, select the time for the appointment and click "Go"
9. Print or write down the confirmation number, appointment time and place. Please make sure that you arrive at your scheduled reprint appointment and location on time.

If you are unable to schedule your reprinting via the internet, the reprint appointment may be scheduled by calling MorphoTrust scheduling center at (855)-667-7422 between 9:00 am and 5:00 pm., Monday through Friday (Eastern Time). **When calling, please inform the Customer Service Representative that this is for a reprinting and give the representative the TCR #.**