

Instructions for Fingerprinting Tennessee Applicant Processing Services

Please follow the simple steps outlined below for online registration:

1. Go to www.identogo.com and choose Tennessee.
2. Under “Enrollment Services” select “Digital Fingerprinting”
3. Select “Schedule a New Appointment”
4. Enter service code as supplied by agency. If you do not have a service code, select “Don’t Know Your Service Code” and then choose the agency for which you are being fingerprinted from the drop down list and then select your applicant type.
5. Enter any applicable information such as ORI, OCA, provider ID (requirements vary based on agency and reason fingerprinted)
6. Read acknowledgement and select the “I Agree” box. Click “GO”
7. Enter zip code to determine closest printing location
8. Choose the location at which you would like to be printed, view schedule and select an appointment date/time
9. Enter required demographic information
10. Verify that all information is correct
11. Select method of payment and click “Send Payment Information.” If you are paying with a coupon code, you must bring coupon code to your appointment.
12. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation page.
13. Arrive at the facility at your appointed date and time.
14. 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.
15. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
16. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. Idemia is never in possession of criminal record data results.