

IdentoGo (by Idemia (formerly Morpho Trust USA))

The position for which you have applied requires you to undergo a fingerprint-based background check.

Please follow the steps below:

- Go to: <http://www.identogo.com>.
- Click “Get Fingerprinted” in upper right corner.
- Select Tennessee from the drop-down menu and click “Go.”
- Click “Digital Fingerprinting”
- Click “Schedule” for the location/date and select the appointment time.
- **Enter Applicant Service Code and click “go”:**

Please choose the correct Service Code	
Teacher – 28TYFX	Substitute Teacher – 28TYBF
School Worker Other – 28TYHT	Custodial Worker – 28TYN5
Cafeteria Worker – 28TY9Z	Bus Driver – 28TYJ7

- Enter **TN930080Z** as the ORI # and click “go”.
- Complete acknowledgment and enter zip code on the next screen.
- Select printing location.
DO NOT select the Hickory Valley site. This is a mobile fingerprint station for current employees and the location changes daily. This site is NOT available to applicants, contractors, vendors or volunteers.
- Select appointment date/time.
- Complete Applicant Information to finish registration.
- **Payment is to be made by the applicant. The \$39.15 fee will be paid at the time of printing with a credit card, cashier’s check or money order made payable to “Idemia.” NO cash or personal checks will be accepted.**
- Bring enrollment ID# from your registration confirmation (UZTN #) and a valid/unexpired Photo ID to your appointment. Acceptable IDs include:
 - ✓ Driver’s License issued by a State or outlying possession of the U.S.
 - ✓ State ID card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
 - ✓ Commercial Driver’s License issued by a State or outlying possession of the U.S.
 - ✓ U.S. Passport

Personal Identification Information:

Please be prepared to provide the following information when you register for your appointment.

- Full Legal Name
- Date of Birth
- Gender
- Race
- Place of Birth
- Eye Color/Hair Color
- Height/Weight
- Social Security Number
- Applicant Phone
- Country of Citizenship
- Applicant Address
- Employer Name: Hamilton County Department of Education
- Employer Address/City/State/Zip: 3074 Hickory Valley Road, Chattanooga, TN 37421

Appointments are required. Walk-in appointments are not available. If you are unable to register online, you can register by calling **1-855-226-2937 between the hours of 8:00 AM – 4:30 PM CST.**