

IdentoGo (by MorphoTrust USA (formerly L-1 Enrollment Services [L-1]) EMPLOYEE INSTRUCTIONS

The position for which you have applied requires you to undergo a fingerprint-based background check. Please follow the steps below:

- Register through **IdentoGo** either on-line at <http://www.identogo.com> or by calling **1-855-226-2937** between the hours of 8:00am – 4:30pm CST.
- Provide the personal identification information – listed below.
- After providing the requested information, you may be given a registration I.D number. Write down your registration number and take it with you when you go to the chosen printing location as it may be requested in order for you to be fingerprinted. # _____
- Be prepared to show a valid photo ID to the fingerprinting staff.
- Pay the \$32.65 fee by **cashier's check or money order** payable to "**MorphoTrust USA.**" If you register on-line, you may pay via **credit card, debit card, or e-check.**
- After being printed, write down your transaction number and keep it in case you are required to provide this to your agency/organization for proof of printing. # _____
- **Appointments are required.** Walk-in appointments are not available.

Please be prepared to provide the following information when you call or register online:

- ✓ Full Legal Name
- ✓ Date of Birth
- ✓ Sex
- ✓ Race
- ✓ Place of Birth
- ✓ Eye Color/Hair Color
- ✓ Height/Weight
- ✓ Social Security Number
- ✓ Applicant Phone
- ✓ Country of Citizenship
- ✓ Applicant Address
- ✓ Transaction Type **(*See BOX below.)**
- ✓ Agency Name **State Schools/Colleges**
- ✓ Agency ORI: **TN930080Z**
- ✓ Payment to be made by: **APPLICANT**
- ✓ Choose Printing Location:
 - Walden Security, 694 Manufactureres Rd, Chattanooga, TN 37405**
 - TSA, Identogo Center, 6231 Perimeter Drive, Suite 177, Chattanooga, TN 37421**
 - AIM Mail Centers, 412 S. White Street, Athens, TN 37303**
 - The UPS Store #3642, 114 Stuart Road NE, Cleveland, TN 37312**
 - ArcPoint Labs, 9297 Rhea County Highway, Dayton, TN 37321**
- ✓ Employer Name: Hamilton County Department of Education
- ✓ Employer Address/City/State/Zip: 3074 Hickory Valley Road, Chattanooga, TN 37421

***TRANSACTION TYPES:**
(Please choose the correct Transaction Type)

TE Teacher	CW Custodial Worker
ST Substitute Teacher	CA Cafeteria Worker
SW School Worker Other (Includes Non-Fac Coach)	BD Bus Driver
SWV School Worker Volunteer	

IdentoGO-MorphoTrust USA FINGERPRINTING LOCATION:
TSA, Identogo – 6231 Perimeter Dr., Suite 177, Chattanooga, TN 37421-3667
IdentoGO Hours of Operation
8:00 a.m. – 7:00 p.m. Monday-Friday; 9:00 a.m. – 12:00 p.m. Saturday