



FINGERPRINTING REGISTRATION INSTRUCTIONS

On-Line Registration is available 24 hours a day, 7 days a week.

The cost is \$38.00 via credit or debit card online (Master Card or Visa).

1. Go to www.identogo.com
2. Click on the Tennessee map
3. Select **On Line Scheduling**
4. Select **English**
5. **Enter Name**
6. **Hit Go**
7. Agency Name, select **State Schools / Colleges**
8. **Hit Go**
9. Select **School Worker** (do not select teacher, custodial worker, etc).
10. **Hit Go**
11. Enter ORI #: **TN930880Z**
12. System will ask if it is **Shelby County Schools** - Answer Yes
13. Enter Zip Code **38112** (enter only zip code information)
14. **Hit go**
15. **Select date for appointment at your desired location**
16. **Select Time**
17. **Hit Go**
18. **Confirm name**
19. **Complete all applicant information with a red ***
20. Enter your name
21. Under Applicant Employer Information
22. Send Information
23. Confirm
24. Hit go
25. Method of payment (debit or credit card only, Visa or Master Card).

We do not accept money orders or checks.

Bring a copy of your registration & payment method to 160 S. Hollywood at your scheduled time.

A VALID DRIVERS LICENSE OR STATE ID IS REQUIRED FOR IDENTIFICATION AT TIME OF FINGERPRINTING

If you have further questions, please contact
Dana Weston-Yates or Ruth Watson at 901-416-5318.

[Call 855-226-2937 if you have problems or are unable to register on-line.](tel:855-226-2937)