Fingerprinting Instructions

1. Go to https://www.identogo.com There is no fee. The state pays for this service. Register at least 24 hours prior to your desired appointment time. (After registration, they will sometimes take walk-ins outside of the appointment time)

2. Click on Get Fingerprinted

3. Select Tennessee

4. Select Digital Fingerprinting

5. Schedule a New Appointment

6. When it asks for Service Code, select the "don't know your code button"

7. Choose Department of Human Services

8. Choose Adult/Childcare Worker

9. When it asks: Have you received a print code from your agency?

     Select No

10. When it asks: Have you worked for a Tennessee childcare employer in the last 180 days (6 Months)?

     Answer Appropriately

11. Provider ID is 842247538

12. Provider Suffix is 201

13. Hire date is the date you accepted your offer letter

14. Enter your Social Security Number

15. Choose your county of residence