

Fingerprinting Instructions for Clinical Mental Health Counseling & Campus Connections

THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT

Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments and your authorization code will not work if you have already scheduled your appointment.

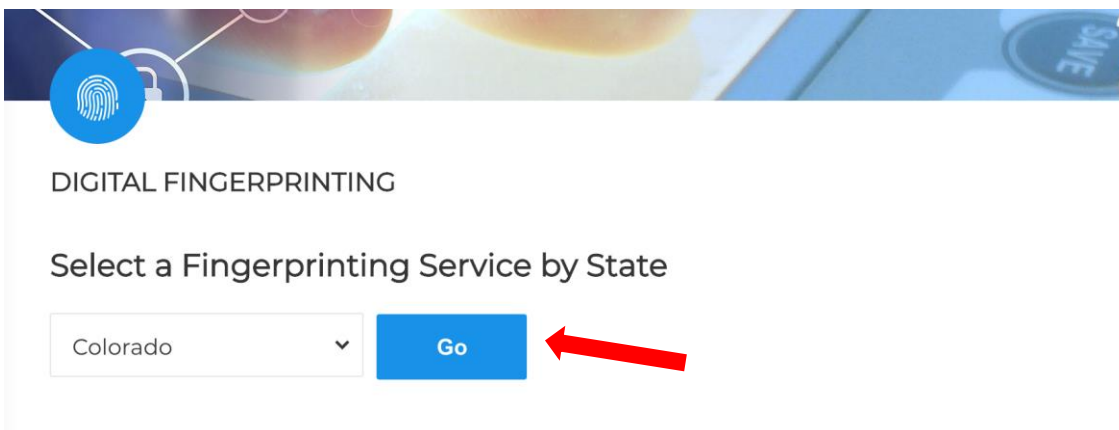
STEP 1: REGISTER ONLINE FOR FINGERPRINTING

Go to <https://www.identogo.com/>

Click on blue tab on the upper righthand corner labeled “GET FINGERPRINTED”



Scroll down and find “Select a Fingerprinting Service by State” and select “Colorado” in the drop down arrow. Select “Go”




Scroll down to “Enrollment Services (Select an option below to get started)”

Direct questions to: Ashley DeLoach amurrell@uccs.edu

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Select "Digital Fingerprinting"

Enrollment Services
Select an Option Below to Get Started



Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.

Select





Photo Services

Many Identogo Centers provide professional photos for official documents such as passports, immigration documents and visas.

Select

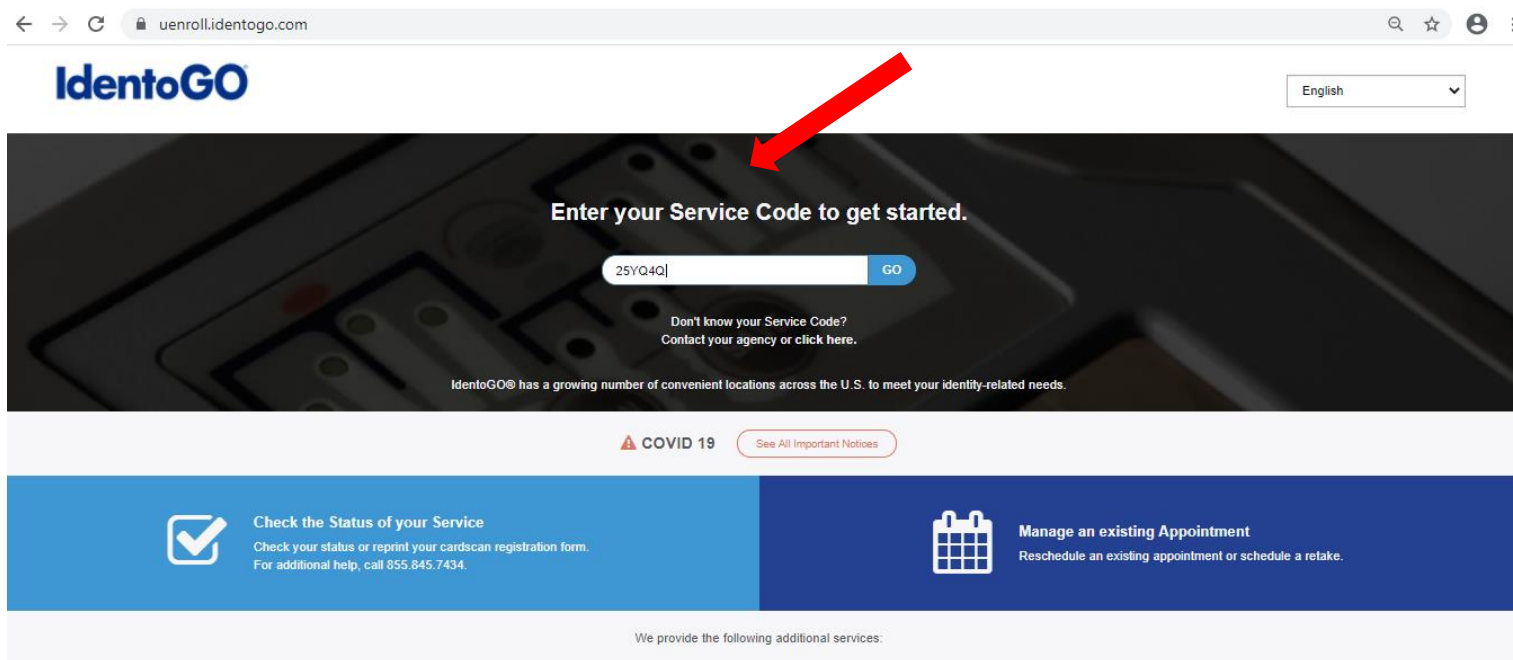


Fingerprint Card

Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

Select

Enter **Service Code: 25YQ4Q** and select "Go"



The screenshot shows the Identogo website interface. At the top, the URL is <https://uenroll.identogo.com/workflows/111VX4>. The main heading is "Enter your Service Code to get started." Below this is a text input field containing "25YQ4Q" and a blue "GO" button. A red arrow points to the "GO" button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or click here." At the bottom of the page, there are two main service categories: "Check the Status of your Service" and "Manage an existing Appointment".

Click on Schedule or Manage Appointment.

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25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee

[← Back to Home](#)

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Complete “Essential Info” to register.

25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee

Essential Info

Facility

Citizenship

Personal Questions

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact

UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

-- Choose One --

Date of Birth

* Date of Birth

* Confirm Date of Birth

After filling out the “Essential Info” tab you will see a “Facility” tab shown below

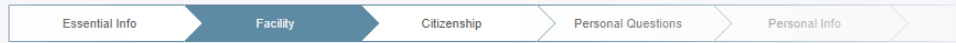
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English

25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee



* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Enter your CBI Account Number (CONCJ****)

* CBI Account Number

CONCJ5651

Q Search

Or search by your Account City or Name

Account City

Account Name

Q Search

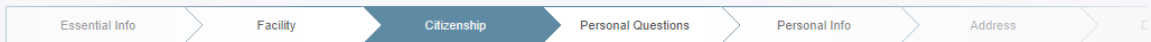
ID	Name	Address	City
CONCJ5651	UNIVERSITY OF COLORADO - COLORADO SPRINGS	1420 AUSTIN BLUFFS PKWY	COLORADO SPRINGS

When asked for CBI account number use: CONCJ5651

Then click "SEARCH" UCCE should show up; click "Next"

You should be taken to the next page called "Citizenship". Fill out the "Citizenship" page and click "Next"

25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee



* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

United States

City of Birth

* State/Province of Birth

Colorado

* Country of Citizenship

United States

Cancel

Back

Next

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Once you reach “Personal Questions” make sure to select “Yes” for the question “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment”.***THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.***

The screenshot shows the IdentoGO registration interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to 'English'. Below this is a blue header bar with the text '25YQZV - Colorado Educator Preparation Program'. A progress bar below the header shows five steps: 'Essential Info', 'Citizenship', 'Personal Questions' (highlighted in dark blue), 'Personal Info', and 'Address'. Below the progress bar, there are three questions with radio button options:

- Have you ever used an alias? (Yes/No)
- Is your mailing address the same as your residential address? (Yes/No)
- Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment? (Yes/No)

The 'Yes' option for the third question is selected. A red arrow points to this selection. Below the questions is a 'NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.' At the bottom of the form are buttons for 'Cancel', 'Back', and 'Next'.

Select “Next”

Continue to fill out the “Personal Info”, “Address”, and “Documents” page.

Once you get to the “Location” page, fill in your zip code to see the fingerprinting locations closest to you. There are two locations in Colorado Springs.

Select your location and click “Next”.

The screenshot shows the 'Location' search page. At the top, a pink note reads: 'Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.' Below the note is a search bar with the text 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' The search bar contains the zip code '80918'. To the right of the search bar is a 'Number of Results' dropdown menu set to '5'. Below the search bar are two buttons: 'Use My Location' and 'Search'. Below the search bar is a table with the following data:

Location	Address	Next 7 Days	Distance
> Colorado Springs, CO	6011 E Woodmen Rd	12 appointments available	3.46 mi
> Colorado Springs, CO	1670 E Cheyenne Mountain Blvd	204 appointments available	8.49 mi

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***THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. ***

The “Payment” page will appear next.

Enter the unique authorization code sent to you by your instructor or program coordinator. Select “Apply Coupon”, and then select “Next”.

IdentoGO English

25YQZV - Colorado Educator Preparation Program

Documents Location **Payment** Date and Time

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code **Apply Coupon**

25YQZV - Colorado Educator Preparation Program \$49.50

Total Amount Due \$49.50 (non-refundable)

Cancel **Back** **Next**

STEP 2: Complete registration.

Step 3: Fingerprinting Appointment:

At the Fingerprinting appointment you must have your government-issued photo ID card with you and your order ID from your registration. You will receive an electronic receipt, but you can also ask for a hard copy receipt when fingerprinting is done. **A copy of this receipt must be submitted to the College of Education. See instructions below.**

Step 4: **AFTER** Fingerprinting Appointment:

Go to the College of Education website: <https://coe.uccs.edu/student-resource-office/fingerprints>

-> Student Resource Office -> Fingerprinting

1) Select “Upload Receipts Here”

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Upload Receipts Here

- **Upload a copy of your receipt from the email you received from Identogo.**
- Alternatively, you may scan (or take a CLEAR picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

UCCS College of Education Fingerprinting Receipt Form

Student ID *	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Program		
<input type="text"/>		

Fingerprinting Receipt

Attach Fingerprinting Receipt *

• Upload a copy of your receipt from the email you received from Identogo.

IF YOU DO NOT SUBMIT YOUR RECEIPT THE COLLEGE OF EDUCATION WILL CONTACT YOU UNTIL YOU DO.

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