

Fingerprinting Instructions for Clinical Mental Health Candidates

Direct questions to: the Student Resource Office education@uccs.edu 719-255-4996

STEP 1: To be issued a one-time payment authorization code for your fingerprinting appointment please email education@uccs.edu the following information.

- First and last name
- Student ID number
- Personal and UCCS email
- Phone number

THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE

Please note – the SRO can NOT issue reimbursements for fingerprinting appointments.

STEP 2: 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”



DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

Colorado ▼ **Go**


IdentoGO Centers provide convenient, fast and accurate Live Scan fingerprinting services. Whether you are required to be fingerprinted by a government agency or for employment, our trained Enrollment Agents will ensure that your paperwork is in order, take your fingerprints, process the request and have you on your way in no time!

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

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

<https://uenroll.identogo.com/workflows/1111VX4>

Enter **Service Code: 25YQ4Q** and select “Go”

uenroll.identogo.com

IdentoGO English


Enter your Service Code to get started.


25YQ4Q GO

Don't know your Service Code?
Contact your agency or [click here](#).





IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

COVID 19 See All Important Notices

 **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:


   

Click on Schedule or Manage Appointment.

IdentoGO English

25YQZV - Colorado Educator Preparation Program


[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.

[Check the Status of your Service](#)  **Manage an existing Appointment**

<https://uenroll.identogo.com/workflows/25YQZV/appointment>

Complete “Essential Info” to register.



English ▼

25YQZV - Colorado Educator Preparation Program

Essential Info

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)

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



English ▼

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

Essential Info

Facility

Citizenship

Personal Questions

Personal Info

* 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” UCCS 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

Essential Info > Facility > **Citizenship** > Personal Questions > Personal Info > Address > C

* 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
[Text Field]

* 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 Student Resource Office (SRO) will issue a one time payment code to you when you provide your student ID number, email, and phone number to them in the form of an email to education@uccs.edu.**

THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE

IdentoGO English ▼

25YQZV - Colorado Educator Preparation Program

Essential Info > Citizenship > **Personal Questions** > Personal Info > Address >

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* 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?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

☒ Yes ☐ No

✕ Cancel < Back Next >

Select “Next”

Please 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”.

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.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

80918 Use My Location Search

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
> Calhan, CO	556 Colorado Ave	7 appointments available	26.79 mi
> Canon City, CO	3245 E US Highway 50	0 appointments available	39.31 mi
> Parker, CO	11960 Lioness Way	14 appointments available	43.49 mi

Cancel Back Next

THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE

The “Payment” page will appear next.

Use onetime payment code Authorization Code _____ and select “Apply Coupon” then select “Next”.

The screenshot shows the IdentoGO website interface. At the top, the IdentoGO logo is on the left, and a language dropdown menu set to "English" is on the right. Below the header is a dark blue banner with the text "25YQZV - Colorado Educator Preparation Program". Underneath the banner is a progress bar with four steps: "Documents", "Location", "Payment" (which is highlighted in blue), and "Date and Time". To the right of the progress bar, it says "* Required Fields".

The main content area is titled "Enter Payment Information". Below this, it says "Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit." There is a section titled "Apply Authorization Code" with a text input field for the "Authorization Code" and a blue button labeled "Apply Coupon". A red arrow points to the "Apply Coupon" button.

On the right side of the form, there is a summary box showing:

25YQZV - Colorado Educator Preparation Program	\$49.50
Total Amount Due	\$49.50
	(non-refundable)

At the bottom of the form, there is a red "Cancel" button on the left and "Back" and "Next" buttons on the right.

(*Authorization Codes are assigned by the SRO--Student Resource Office)

Next, you will select the “Date and Time” of your fingerprinting appointment.

STEP 3: Complete registration; **screen shot order number and appointment date and time and send to education@uccs.edu as confirmation of appointment.**

The screenshot shows the IdentoGO website interface for the appointment page. At the top, the IdentoGO logo is on the left, and a language dropdown menu set to "English" is on the right. Below the header is a dark blue banner with the text "25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee". Underneath the banner is a progress bar with four steps: "Address", "Documents", "Location", and "Date and Time" (which is highlighted in blue). To the right of the progress bar, it says "* Required Fields".

The main content area is titled "Appointment Date and Time (first available displayed by default)". Below this, it says "Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location."

There are two dropdown menus: "Select Date" with "Tuesday, Oct 27th" selected, and "Select Time" with "09:20 AM" selected.

Below these is a section titled "Location Details:" with a location pin icon and the following address:

IdentoGO
1670 E Cheyenne Mountain Blvd
Ste F
Colorado Springs, CO 80906-4002

At the bottom of the form, there is a red "Cancel" button on the left and "Back" and "Submit" buttons on the right.



At Fingerprinting Appointment:

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 needs to be submitted to the Student Resource Office in the College of Education.

Step 4: AFTER Fingerprinting Appointment:

- 1) Go to the College of Education website → <https://www.uccs.edu/coe/> → Student Resource Office → Fingerprinting
- 2) Scroll down and select the “Upload Receipts Here” tab

UCCS College of Education Fingerprinting Receipt Form

Student ID * First Name * Last Name *

Academic Program

Fingerprinting Receipt

Attach Fingerprinting Receipt *

- 3) Please fill out the form to include your Student ID, First and Last Name, and upload a copy of your receipt from the email you received from Identogo. Alternatively, you may scan (or take a picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

Please contact the Student Resource Office with any questions or concerns at education@uccs.edu or 719-255-4996.