Fingerprinting Instructions for Clinical Mental Health Counseling

Program Coordinators will contact the Student Resource Office with a list of approved students who are authorized for a payment authorization code to move forward and complete fingerprinting and background checks with the Colorado Bureau of Investigation. From this approved list, the Student Resource Office (education@uccs.edu) will email students individually with a one-time payment authorization code to UCCS email accounts. UCCS email is the official means of communication, so please check this account for your authorization code and any future communication regarding this process.

*THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT*

Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments.

STEP 1: REGISTER ONLINE FOR FINGERPRINTING

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

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

Direct questions to: Student Resource Office  education@uccs.edu  719-255-4996
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Scroll down and find “Select a Fingerprinting Service by State” and select “Colorado” in the drop down arrow.

Select “Go”

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Enter Service Code: 25YQ4Q and select “Go”

Click on Schedule or Manage Appointment.

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Complete “Essential Info” to register.

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

When asked for CBI account number use: CONCJ5651
then click “SEARCH” UCCS should show up; click “Next”

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You should be taken to the next page called “Citizenship”. Fill out the “Citizenship” page and click “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 onetime payment code to you via email from education@uccs.edu.

*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.*

Select “Next”

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

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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”.

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The “Payment” page will appear next.

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

The Student Resource Office (SRO) will issue a onetime payment code to you via email from education@uccs.edu.

*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.*

Next, you will select the “Date and Time” of your fingerprinting appointment.
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**STEP 2:** Complete registration; screen shot order number and appointment date and time and send to education@uccs.edu as confirmation of appointment.

**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 Student Resource Office in the College of Education, 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) Scroll down and select “Upload Receipts Here”

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- Please fill out the following form
- **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.

**UCCS College of Education Fingerprinting Receipt Form**

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