

Fingerprinting Instructions for 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”.

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

Fingerprinting Instructions for Campus Connections



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.





Photo Services

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

Select



Fingerprint Card

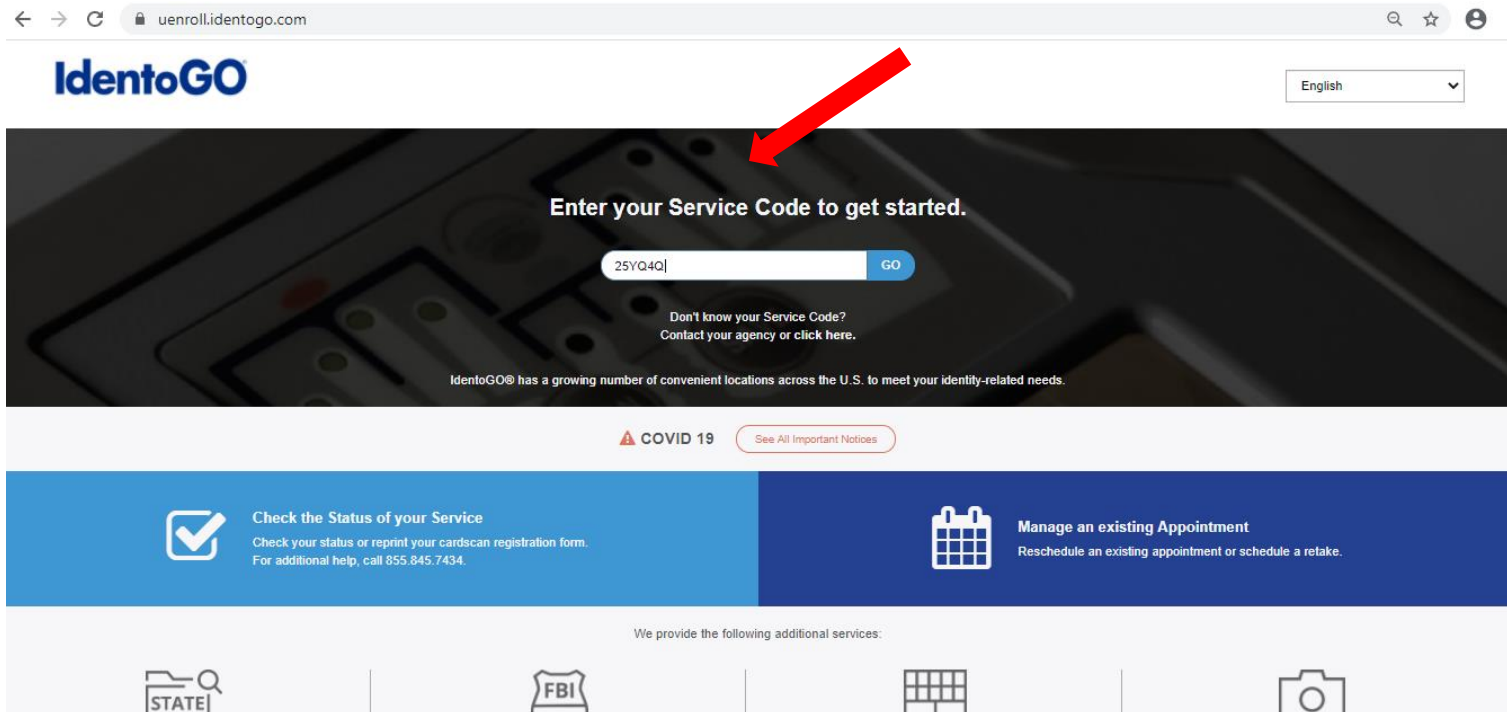
Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

<https://uenroll.identogo.com/workflows/111VX4>

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

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Fingerprinting Instructions for Campus Connections



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](#)

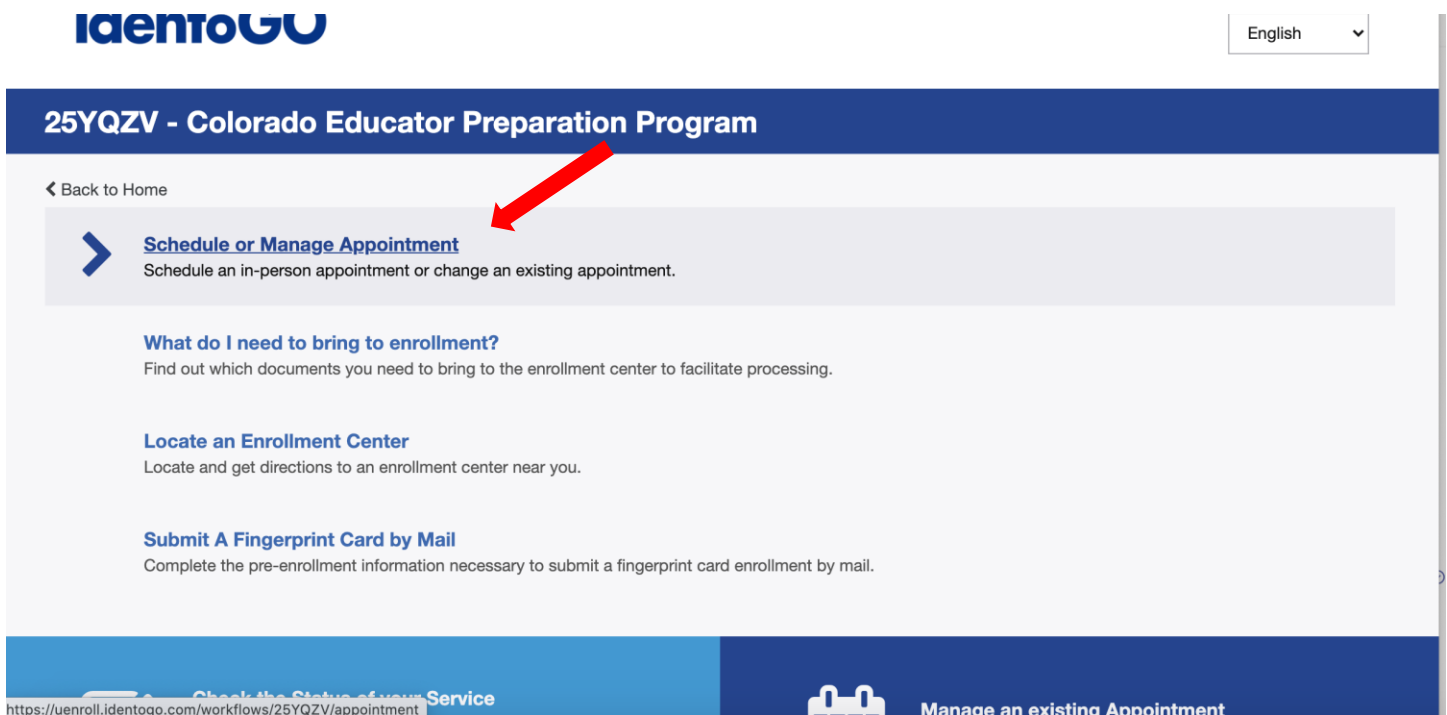
 **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

 **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.

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

Fingerprinting Instructions for Campus Connections



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”

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

Fingerprinting Instructions for Campus Connections

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

* State/Province of Birth
Colorado

* Country of Citizenship
United States

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Privacy Policy

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 AND WILL BE ISSUED TO YOU BY YOUR INSTRUCTOR.***

IdentoGO® English

25YQZV - Colorado Educator Preparation Program

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

* 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

Select “Next”

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Fingerprinting Instructions for Campus Connections

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. ***

The “Payment” page will appear next.

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

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Fingerprinting Instructions for Campus Connections



English ▼

25YQZV - Colorado Educator Preparation Program

Documents Location **Payment** Date and Time

Enter Payment Information * Required Fields

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**



THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.

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

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 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>

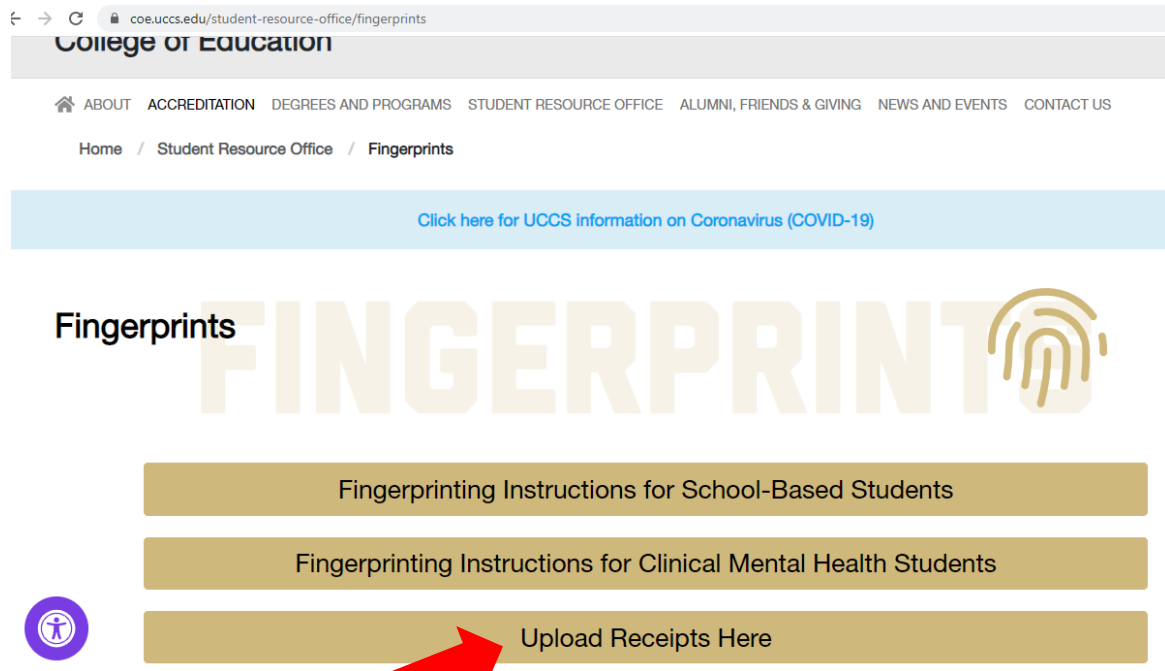
 Student Resource Office -> Fingerprinting

- 1) Scroll down and select “Upload Receipts Here”



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Fingerprinting Instructions for Campus Connections



coe.uccs.edu/student-resource-office/fingerprints

College of Education

ABOUT ACCREDITATION DEGREES AND PROGRAMS STUDENT RESOURCE OFFICE ALUMNI, FRIENDS & GIVING NEWS AND EVENTS CONTACT US

Home / Student Resource Office / Fingerprints

[Click here for UCCS information on Coronavirus \(COVID-19\)](#)

Fingerprints

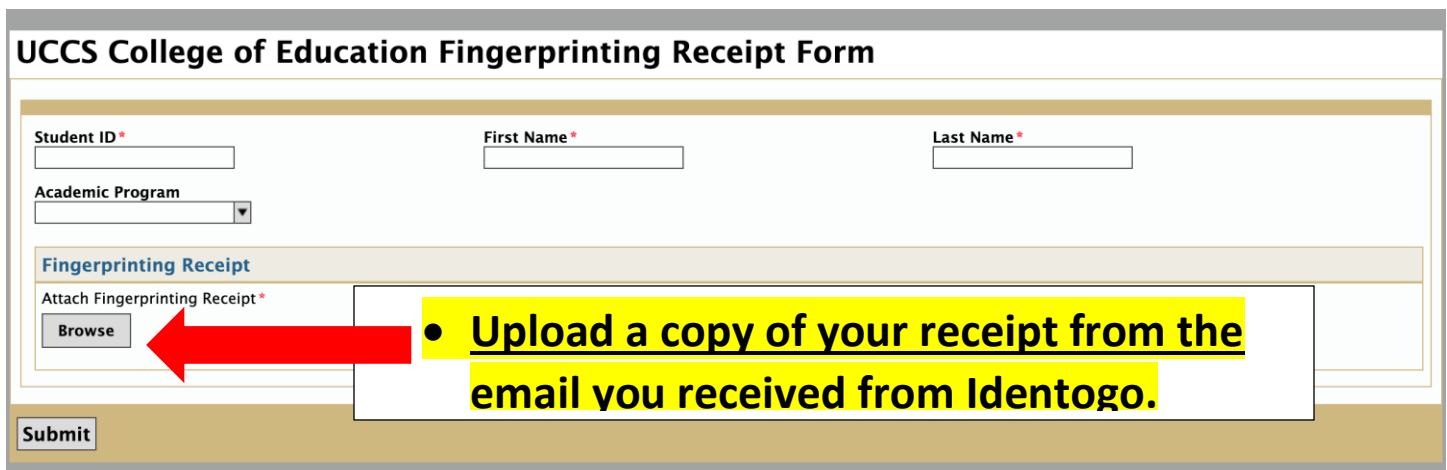
FINGERPRINT

Fingerprinting Instructions for School-Based Students

Fingerprinting Instructions for Clinical Mental Health Students

Upload Receipts Here

- 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 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 *

Academic Program

Fingerprinting Receipt

Attach Fingerprinting Receipt *

Browse

Submit

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

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Fingerprinting Instructions for Campus Connections

IF YOU DO NOT UPLOAD AN IMAGE OF YOUR RECEIPT THE STUDENT RESOURCE OFFICE WILL CONTACT YOU UNTIL YOU DO.

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