

# Fingerprinting Instructions for Clinical Mental Health Counseling

**\*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](mailto:education@uccs.edu) 719-255-4996**

# Fingerprinting Instructions for Clinical Mental Health Counseling



**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**

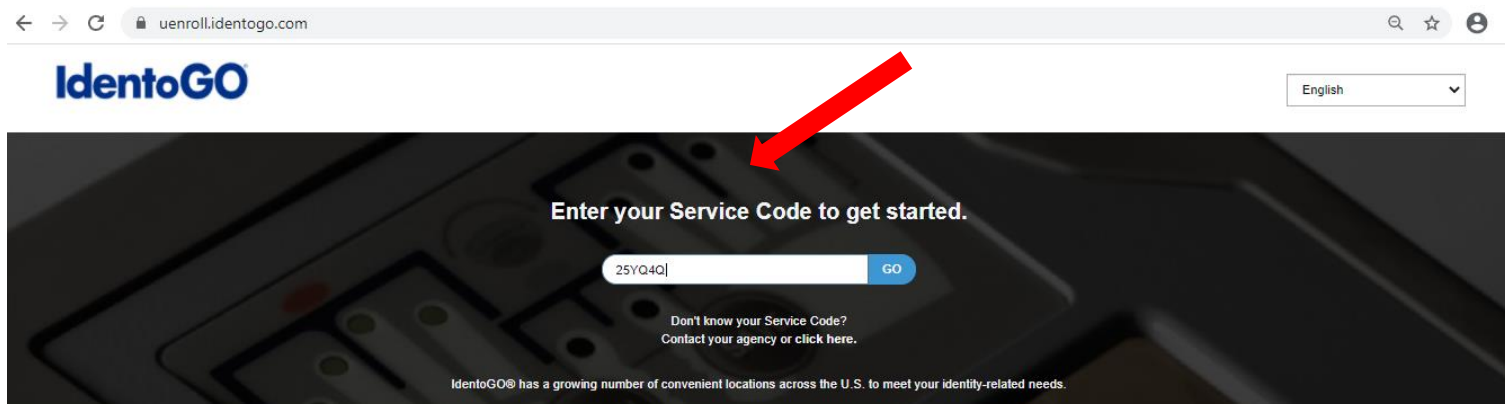
Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

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

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

Direct questions to: Student Resource Office [education@uccs.edu](mailto:education@uccs.edu) 719-255-4996

# Fingerprinting Instructions for Clinical Mental Health Counseling



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:

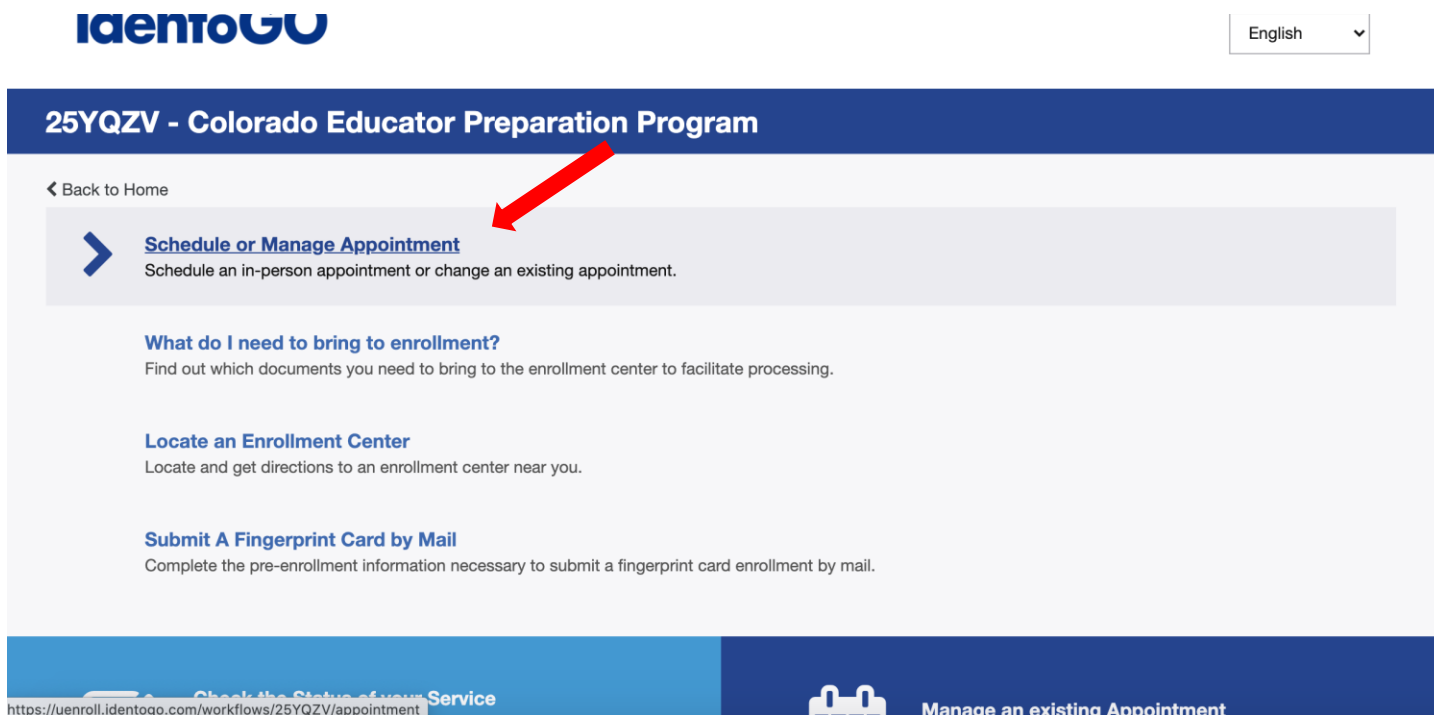









Click on Schedule or Manage Appointment.



**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.

Direct questions to: Student Resource Office [education@uccs.edu](mailto:education@uccs.edu) 719-255-4996

# Fingerprinting Instructions for Clinical Mental Health Counseling



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”

Direct questions to: Student Resource Office [education@uccs.edu](mailto:education@uccs.edu) 719-255-4996

# Fingerprinting Instructions for Clinical Mental Health Counseling

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

\* State/Province of Birth  
Colorado ▼

\* Country of Citizenship  
United States ▼

✕ Cancel

< Back

Next >

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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.\***

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# Fingerprinting Instructions for Clinical Mental Health Counseling



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".

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# Fingerprinting Instructions for Clinical Mental Health Counseling

**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".

**IdentoGO**

English

## 25YQZV - Colorado Educator Preparation Program

Documents

Location

Payment

Date and Time

\* Required Fields

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

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# Fingerprinting Instructions for Clinical Mental Health Counseling

**\*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”



The screenshot shows the website [coe.uccs.edu/student-resource-office/fingerprints](https://coe.uccs.edu/student-resource-office/fingerprints). The header includes the College of Education logo and navigation links: ABOUT, ACCREDITATION, DEGREES AND PROGRAMS, STUDENT RESOURCE OFFICE, ALUMNI, FRIENDS & GIVING, NEWS AND EVENTS, and CONTACT US. A breadcrumb trail reads: Home / Student Resource Office / Fingerprints. A blue banner below the header contains the text: Click here for UCCS information on Coronavirus (COVID-19). The main content area features the word "Fingerprints" in a large, light beige font, followed by a large, bold, light beige word "FINGERPRINT" and a fingerprint icon. Below this, there are three gold-colored buttons: "Fingerprinting Instructions for School-Based Students", "Fingerprinting Instructions for Clinical Mental Health Students", and "Upload Receipts Here".



## Fingerprinting Instructions for Clinical Mental Health Counseling

- 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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Program		
<input type="text"/>		

**Fingerprinting Receipt**

Attach Fingerprinting Receipt \*

**IF YOU DO NOT SUBMIT YOUR RECEIPT THE STUDENT RESOURCE OFFICE WILL CONTACT YOU UNTIL YOU DO.**

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