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 719-255-4996

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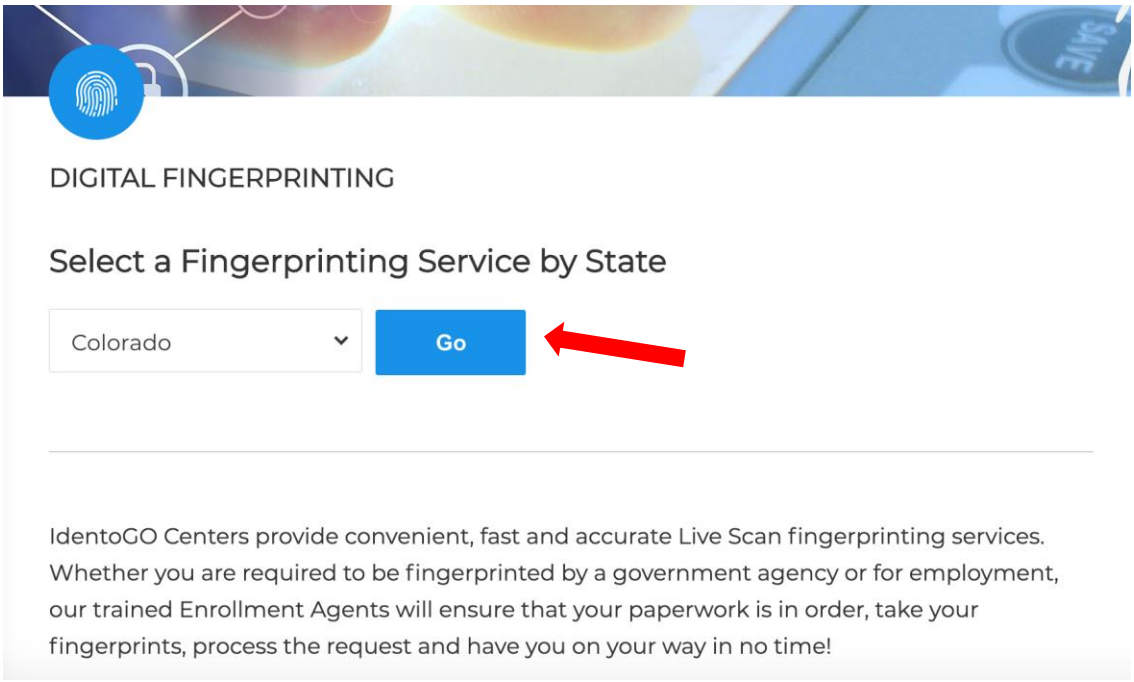
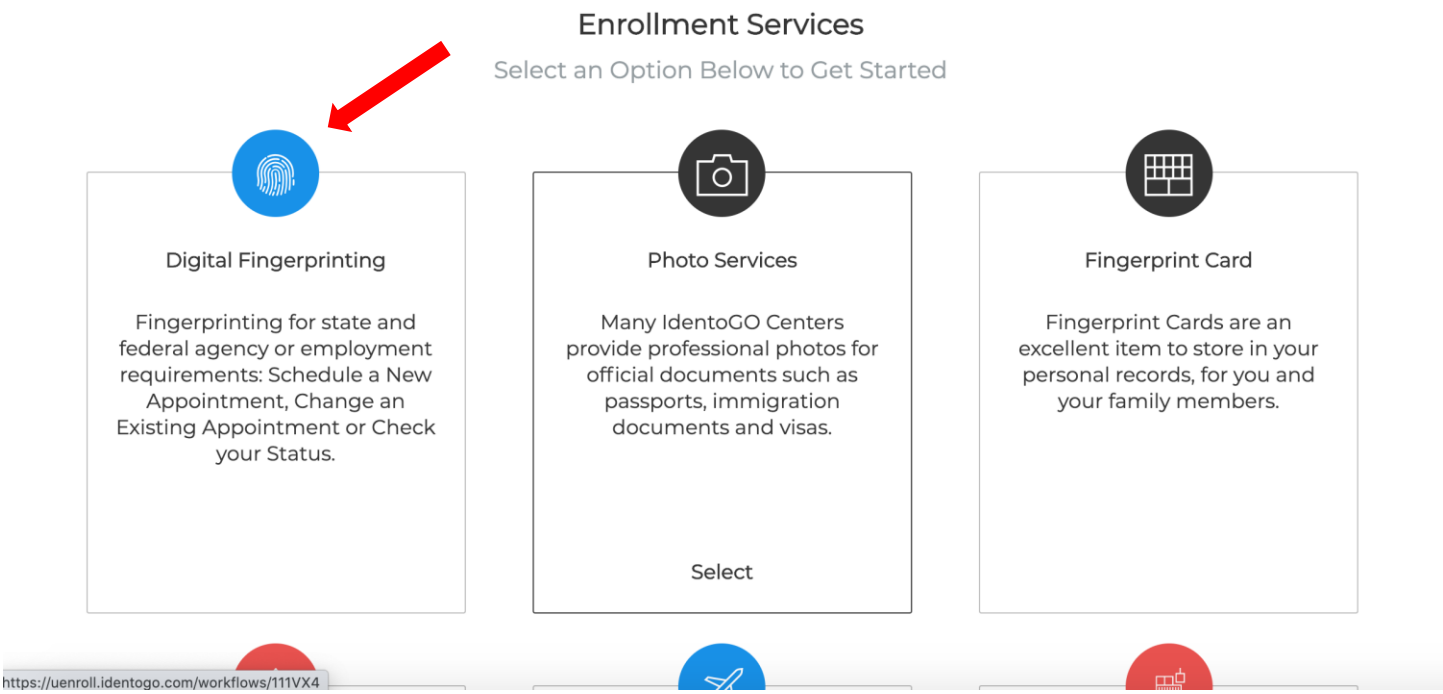


Scroll down to “Enrollment Services (Select an option below to get started)”

Select “Digital Fingerprinting”



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

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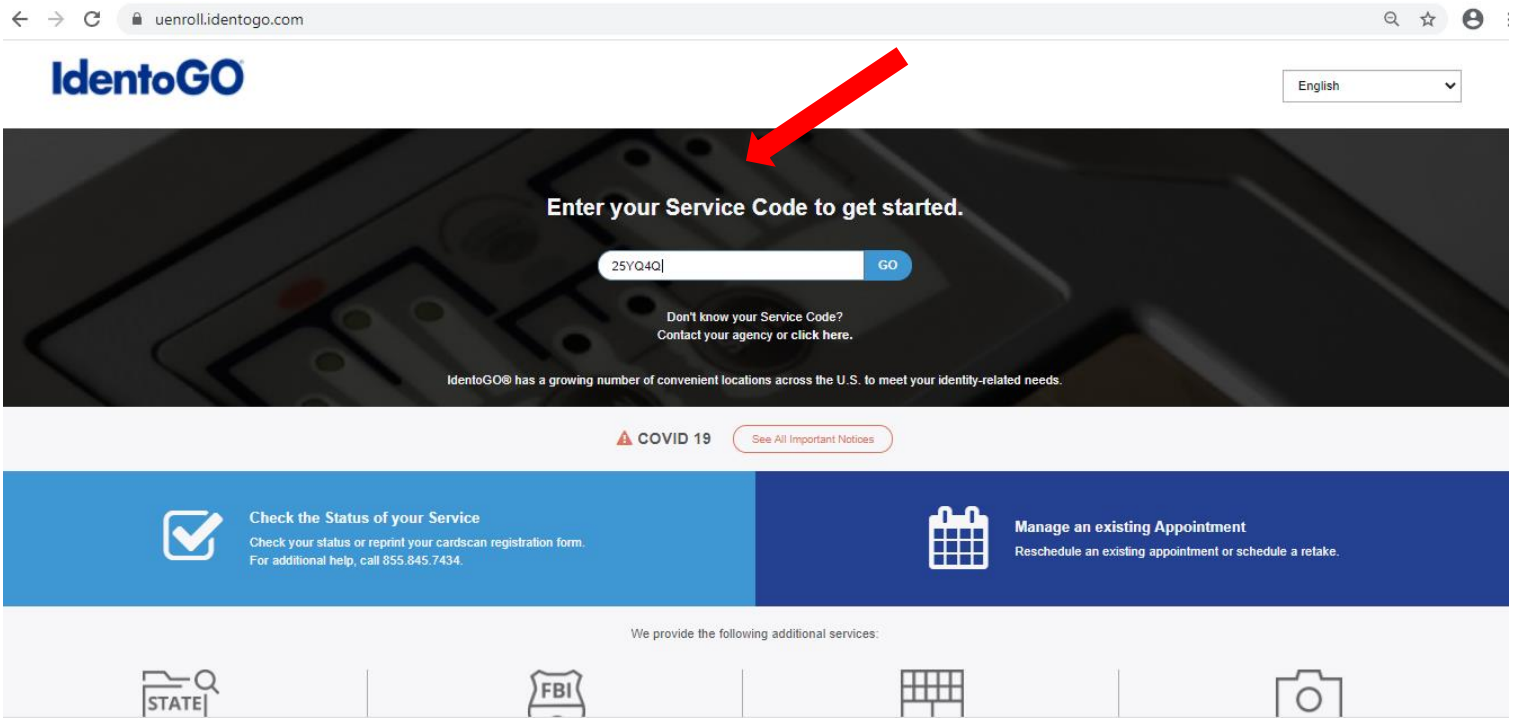
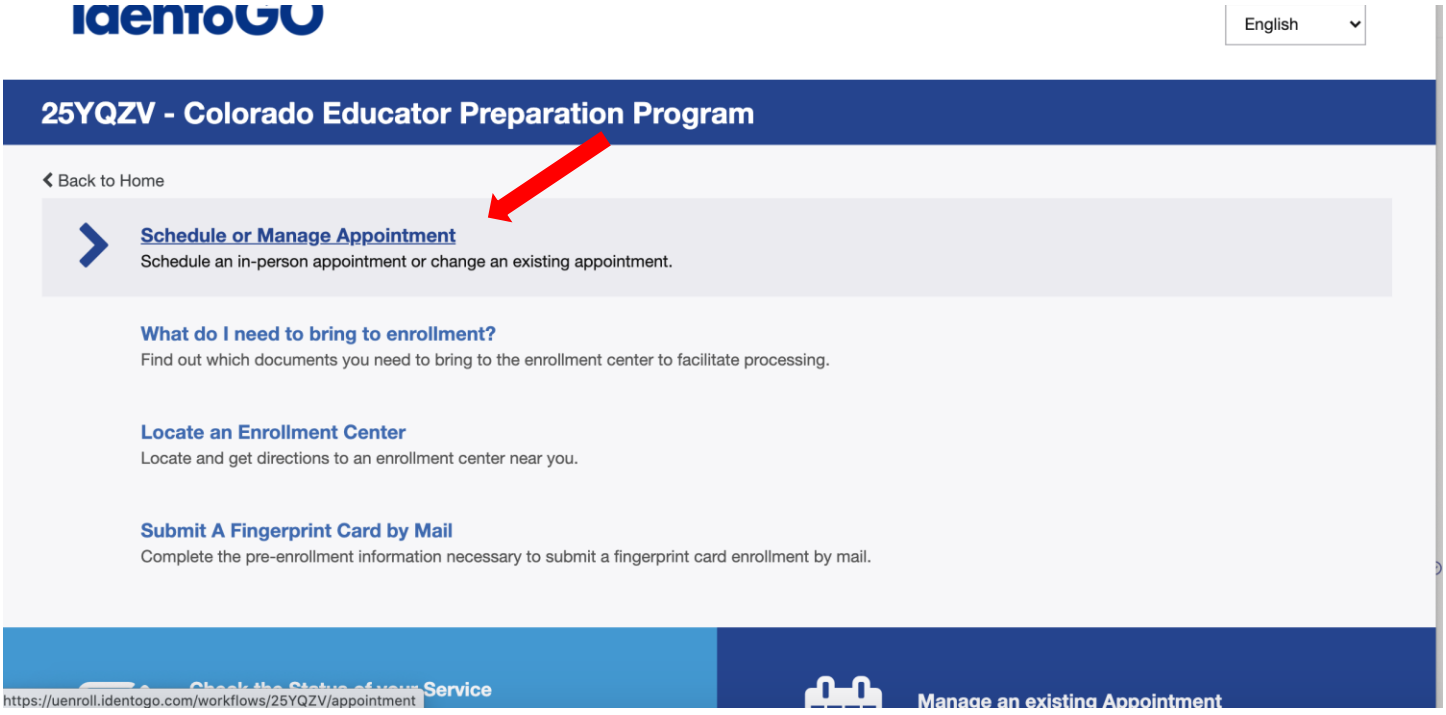


Click on Schedule or Manage Appointment.



Complete “Essential Info” to register.

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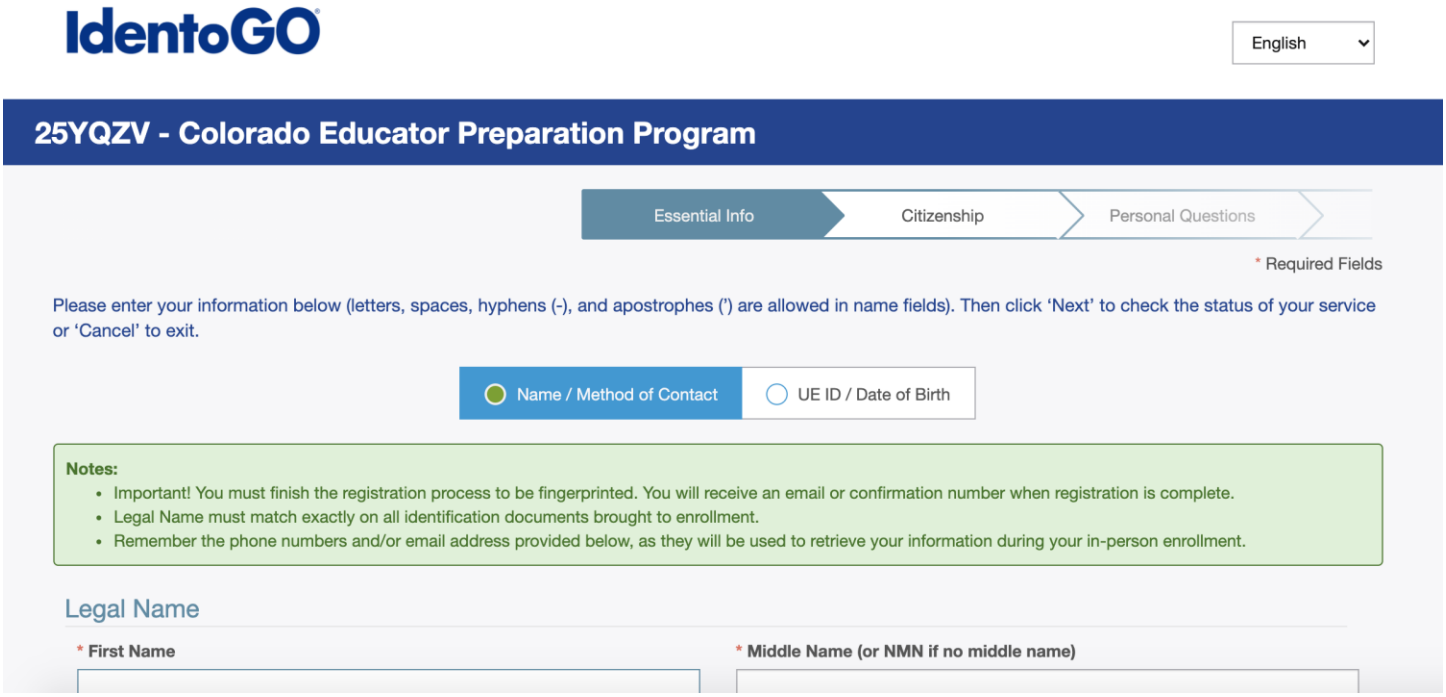
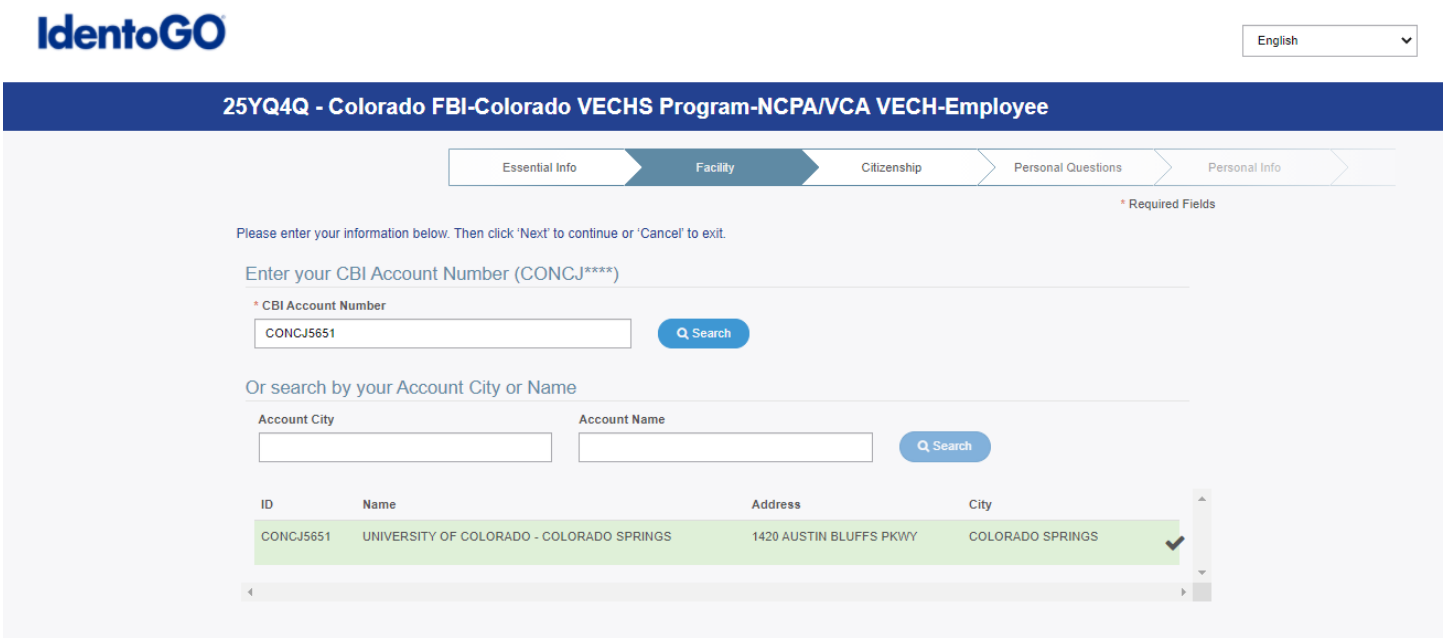


After filling out the "Essential Info" tab you will see a "Facility" tab shown below



When asked for CBI account number use: CONCJ5651

then click "SEARCH" UCCS should show up; click "Next"

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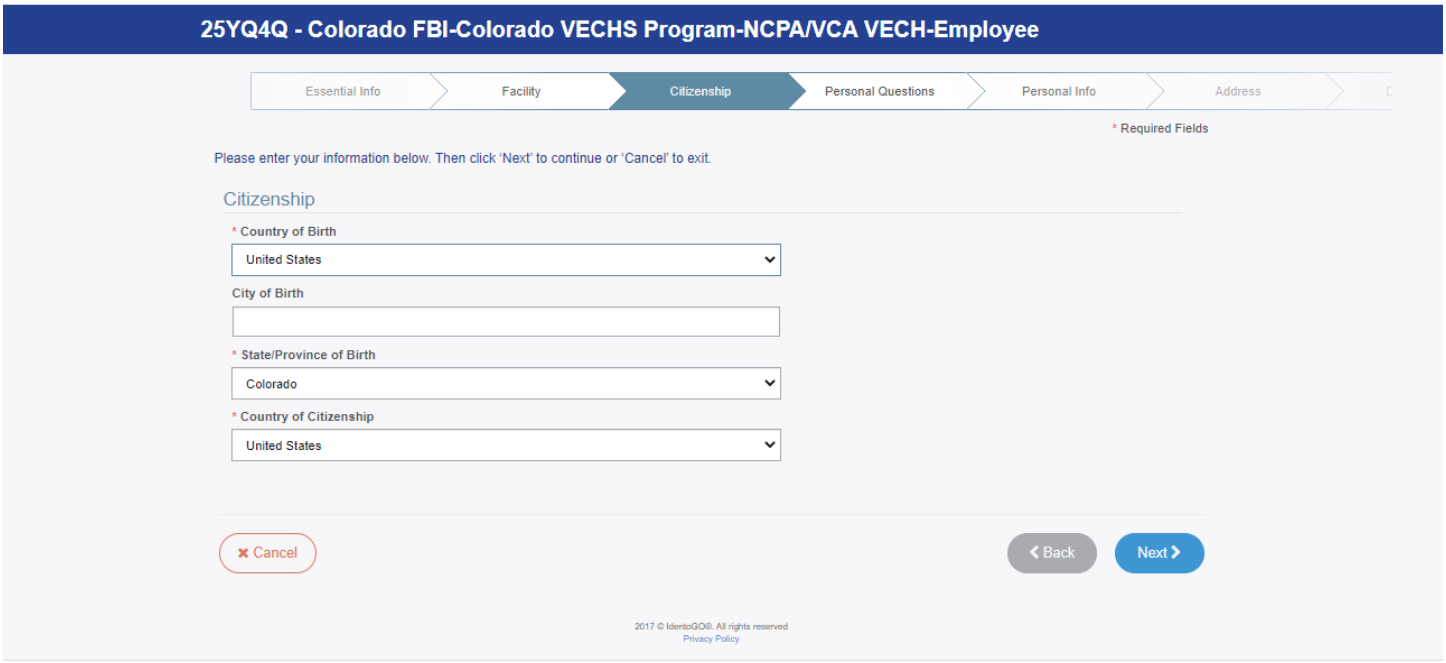
You should be taken to the next page called “Citizenship”. Fill out the “Citizenship” page and click “Next”



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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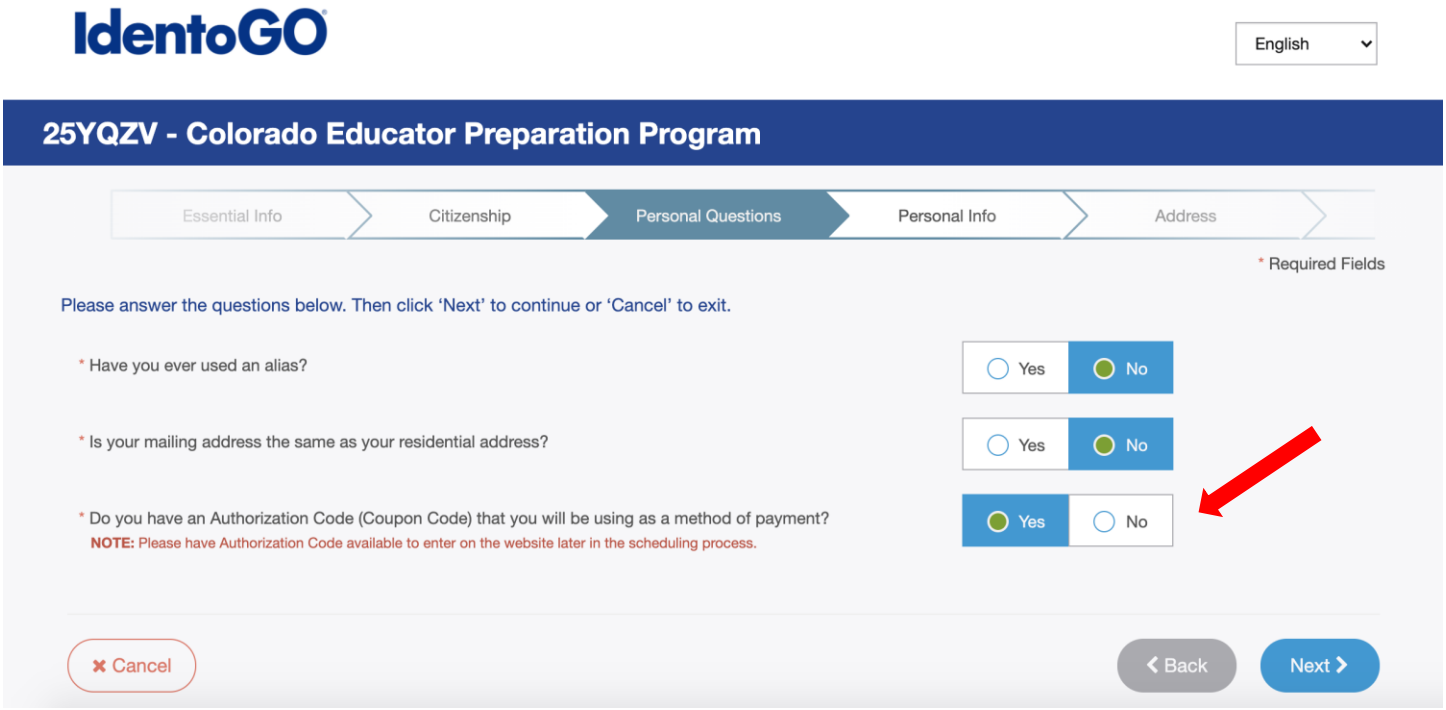

Select "Next"

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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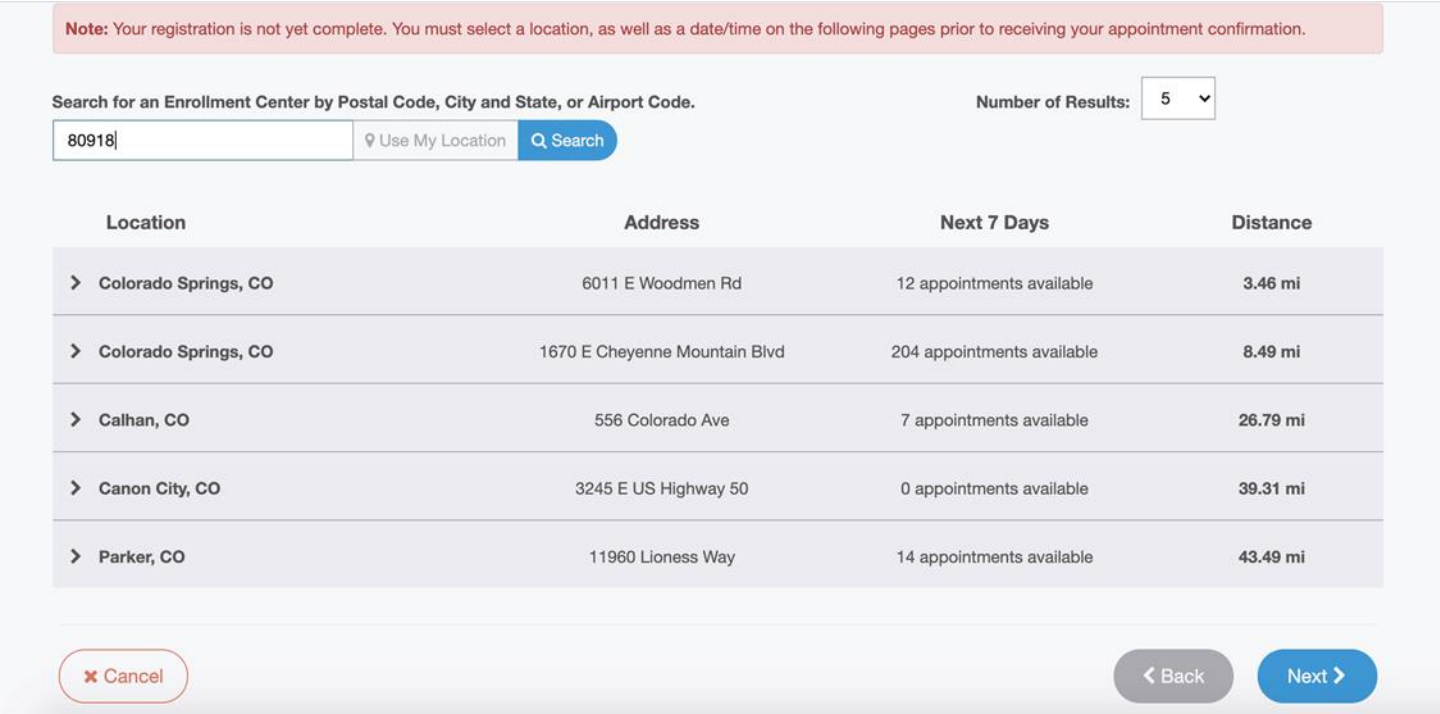
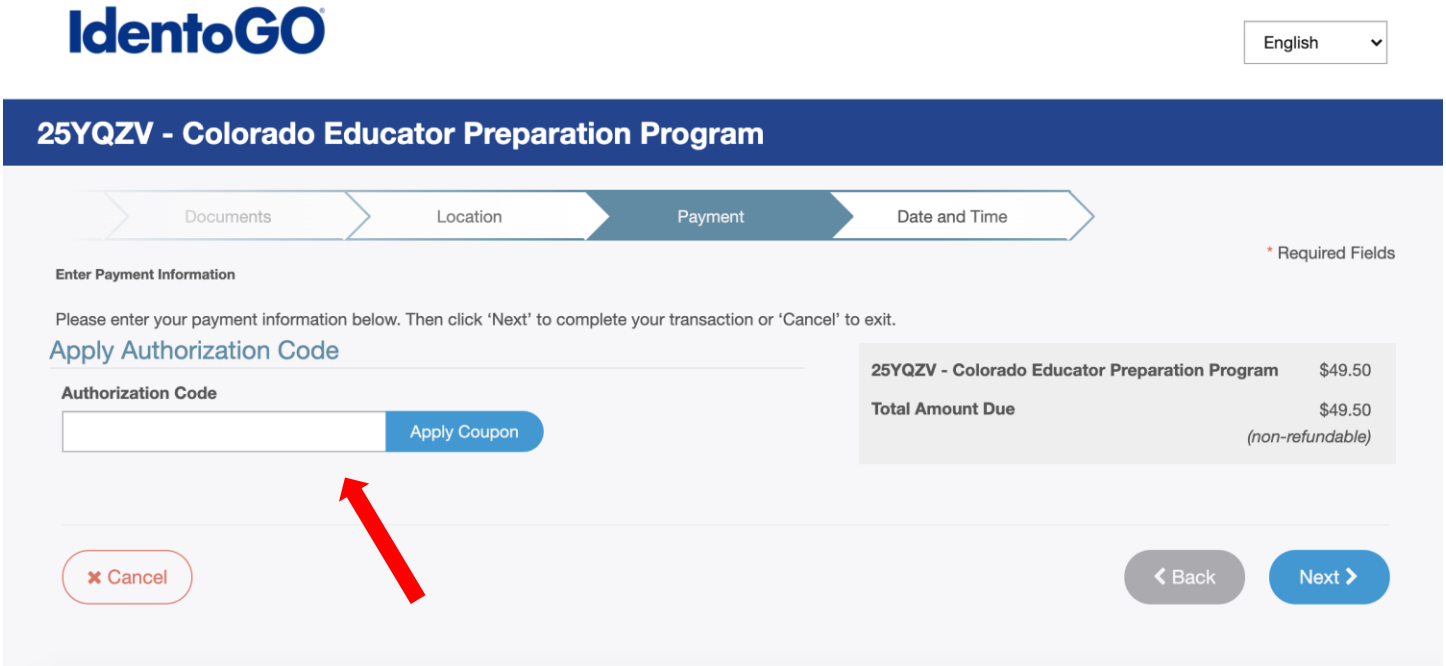


***THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. ***

The "Payment" page will appear next.

Use onetime payment code Authorization Code _____and select "Apply Coupon" then select "Next".



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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:

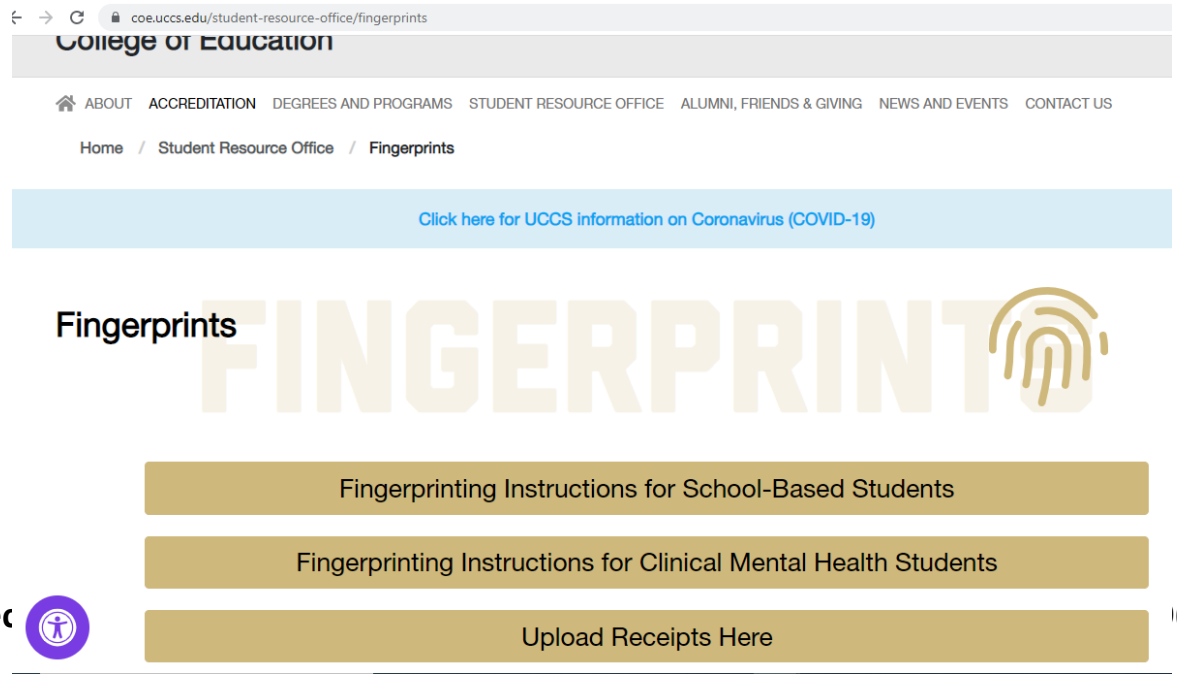
At the Fingerprinting appointment you must have your government-issued photo ID card with you and your order ID from your registration. You will receive an electronic receipt, but you can also ask for a hard copy receipt when fingerprinting is done. A copy of this receipt must be submitted to the Student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

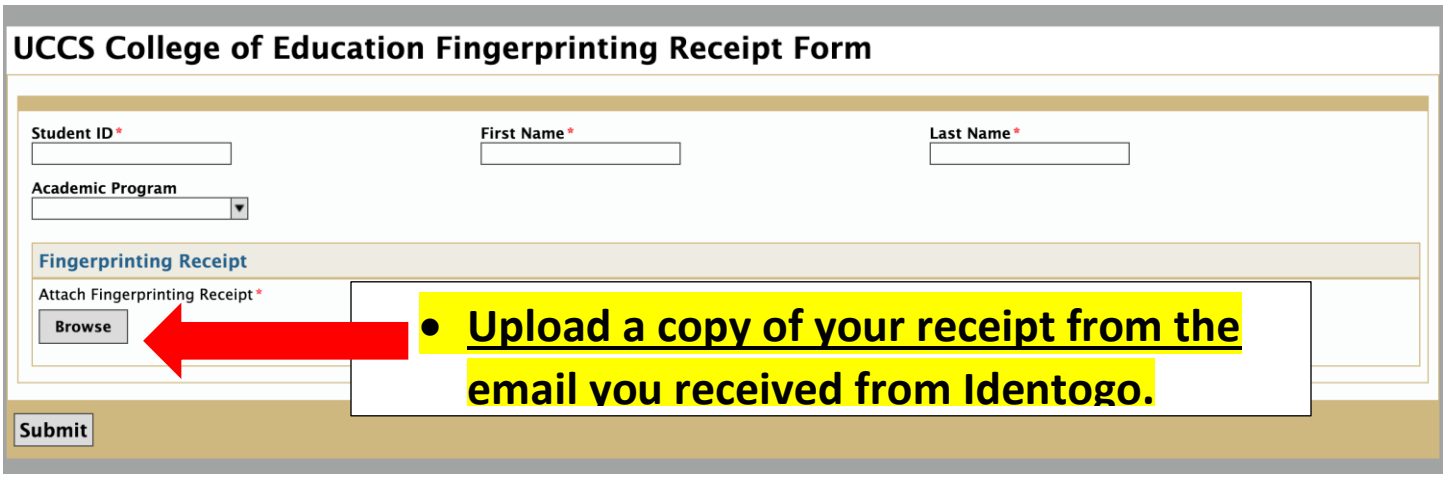
-> Student Resource Office -> Fingerprinting

1) Scroll down and select "Upload Receipts Here"



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.



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

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