**Fingerprinting Instructions for Clinical Mental Health Candidates**

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

**REGISTER ONLINE** FOR FINGERPRINTING **identogo.com**

Click on blue tab on right “GET FINGERPRINTED” go to pull-down menu to Colorado click GO

Scroll down and click on box for Digital Fingerprinting

Enter **Service Code: 25YQ4Q**

Click on Schedule or Manage Appointment. Complete personal information to register.

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

For Authorization Code

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

Complete registration; make note of the order number and appointment date and time

**Fingerprinting Appointment:**

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

**AFTER** Fingerprinting:

1. Go to the College of Education website 🡪 <https://www.uccs.edu/coe/> 🡪 Student Resource Office 🡪 Fingerprinting
2. Please fill out the form to include your Student ID, First and Last Name, and upload a copy of your receipt from your email. Alternatively, you may scan and upload a copy of the paper receipt given to you during your fingerprinting appointment.