



- 1) Register online with IDENTGO (phone: 855-226-2937). Do this by going to the following website:
<http://www.identogo.com/>.
- 2) Click on upper right hand corner **Get Fingerprinted**
- 3) **Select a Fingerprinting Service by State**
Click the drop down menu and select **Tennessee** and click on **Go**
- 4) Scroll down the page to **Enrollment Services** and click on **Digital Fingerprinting**
- 5) Scroll down the page **Fingerprinting & Enrollment Services** and click on **Schedule a New Appointment**
- 6) **Please choose your agency or program from the list below.**
Choose **Other** for Agency Name (drop down menu) and click **Go**
- 7) **Please select the type of your application from the list below.**
Choose **Police Recruits** for Applicant Type and click **Go**
- 8) Choose I agree and affirm under Acknowledgement/Release and click **Go**
- 9) **Enter a zip code to determine the closest fingerprinting location.** Enter your zip code and click on **Go**
- 10) Choose your appointment location and the time you prefer and click **go**. Fingerprinting is done by appointment only.
- 11) Enter Applicant information (Provide your personal identification information) and click on **Send Information** button
- 12) Verify the following information: Agency Name (other) and Applicant Type (Police Recruit).
Check your appointment details and personal information for accuracy.
- 13) Payment is determined at registration. You may pay by credit card, debit card, or e-check online or you may take a money order or cashier's check to the location on the day of your appointment.
- 14) On the day of your appointment:
TAKE A VALID PHOTO ID WITH YOU WHEN YOU GO TO BE PRINTED. Make sure to arrive on time. The Enrollment Officer at the fingerprinting site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than 5 minutes.
You will receive a signed receipt at the end of your fingerprinting session. This is your proof of fingerprinting. Send a copy of your receipt in with your academy packet. **YOUR RECEIPT IS YOUR ONLY PROOF OF FINGERPRINTING.**

The individual fingerprint will be sent to TN POST Commission and they will confirm the results with the academy.