

Instructions for Fingerprinting Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to www.identogo.com and choose Tennessee under "Search for Services by State." Click "Go".
2. If you do not have access to the internet, you may call (844) 321-2124 to schedule an appointment. If you call you will be asked the following questions instead of completing the steps yourself.
3. Click **Digital Fingerprinting**.
4. Choose "Schedule a New Appointment".
5. Under agency name, choose "State Schools/Colleges." Click "Go".
6. Choose the proper title under "applicant type". (Note: if you are applying for multiple position categories, you can choose either type.) Click "Go".
7. Enter the ORI number for Hardin County Schools: **TN931320Z**; click "Go". Make sure "Hardin County Board of Education" is listed, then click "yes".
8. Read the displayed agreement, then check the "I Agree" section. Click "Go".
9. Enter 38372 or your current zip code and click "Go".
10. Please choose which location you would like to go for fingerprinting, choose a date and click "Schedule".
11. Choose a time on the available times list, then click "Continue".
12. Fill out all blanks with a red asterisk (*) next to them. When form is filled with correct answers, click "Submit".
13. Double-check all information entered. If everything is correct, click "Go".
14. Choose a method of payment. You must either pre-pay using an online check or credit card OR pay at your appointment with a money order or cashier's check.
15. Complete the payment process using your preferred method of payment.