Instructions for Obtaining Security Check for Field Placements
College of Education
Austin Peay State University

Register online at **https://www.identogo.com/** or call 855-226-2937. Do the following:

1. Pick **Tennessee** as the State for which you are being fingerprinted & select "State Fingerprinting".

2. Select "Schedule a New Appointment"

3. Application Details:

- Agency Name: **Non-DCS Child Care/Adoption Providers**
- Application Type: **Child-Related Worker Volunteer (Private)**
- O.R.I. Number: **TNCC63013**
- You have selected Austin Peay State University: **Yes**
- The zip code for Austin Peay is **37044** if you want a location close to campus. If you want to get fingerprinted closer to where you live or work enter that zip code instead.

4. Appointment Details: Pick a location convenient for you. When scheduling your appointment day and time remember **you will have to pre-pay** before you can get fingerprinted. If you are able to pay right now with a credit card (the last screen) you can schedule your appointment anytime (as soon as possible). If you are paying with a money order or cashier's check make sure you allow enough time to purchase a money order or cashier's check and still arrive at your appointment 15 minutes early. You will not be able to schedule Same Day appointments at the Clarksville locations. Once you schedule, you will have to call IdentoGO to reschedule, The UPS Store does not control the scheduling.

5. Applicant Information: Fill out the required fields. Items marked with an $*$ are required. Under the "Applicant Home Address" heading the required field "Number" is your house number. For example for if you lived at 601 College Street, in the "Number" field you would type 601 and in the "Street Name" field you would type College Street. The field for "Applicant Employer Information" is not required so you can leave this field blank.

6. Information Verification: Check for accuracy and edit any incorrect information.

7. Payment Collection: You must prepay for your fingerprint service. The cost is $32.65. You can pay by credit card or eCheck online. You can select an option to bring either a money order or a cashier's check with you on the day of the appointment (made out to **MorphoTrust USA**). You cannot pay by credit or debit card on site.

8. Additional Information: Arrive 15 minutes before your scheduled time. If you are more than 10 minutes late your appointment can be canceled or delayed (call the fingerprint location if you are going to be late). You need your registration ID number (print your "Registration Completed" page), a valid form of identification, and a money order or cashier's check if you did not already pay with a credit card or by eCheck.

If you have any problems registering contact Martha Andrews at (931) 221-7534.

You must have following **Primary Documents** with you at the time of your fingerprinting appointment.

As a primary form of picture identification, an applicant when being fingerprinted may present a state-issued driver's license. For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

However, in the absence of a driver's license applicants must provide **one** Secondary Documents and **two** Supporting Documents including:

Secondary Documents:
State Government Issued Certificate of Birth

US Active Duty/Retiree/Reservist Military ID Card (000 10-2)

Passport

Social Security Card

Certificate of Citizenship (N560)

Certificate of Naturalization (N550)

INS I-551 Resident Alien Card Issued since 1997

INS 1-688 Temporary Resident Identification Card

INS I-688B, I-766 Employment Authorization Card

Supporting Documents (two of the following):
(a) Utility Bill (must have your name and your current Address listed on the bill)
(b) Voter Registration Card
(c) Vehicle Registration Card/Title
(d) Paycheck Stub with Name/Address
(e) Cancelled Check or Bank Statement
(f) Social Security Card