

**FINGERPRINT REGISTRATION INSTRUCTIONS FOR VENDORS
(Revised 11/2016)**

The following steps will walk you through how to register for fingerprinting.

- Visit www.identogo.com
- Select **Get Fingerprinted** at the top right corner
- Select State from drop down box, which will be **Tennessee**, then click go
- Select the blue box that says **Appointments**
- Select **Schedule a New Appointment**
- For Agency Name select **State Schools/Colleges** from the drop box
- Select **School Worker, Other** as **Applicant Type**. (**do not** select teacher, custodial worker, etc.)
- Enter **TN930880Z** (Note: both 0s are zeros) when asked for **ORI Number**
- Select **Yes** when you receive this message: **You have selected to be fingerprinted for SHELBY CO. BOARD OF EDUCATION. Is this correct?**
- Enter the zip code, which is **38112**, then click **go**
- Select the second box that shows **Memphis-Shelby County Board of Education**
- Click on a **schedule** to find a date and time that is most convenient for you
- Enter all Personal Information that has a **Red***
- At the bottom under **Applicant Employer Information** enter **Your Company's Name** where it asks for the **Employer Name**
- Then click **Send Information**
- If all Information appears correctly, click **Go**
- **Method of Payment** choose **Visa or Mastercard (Pay Now) We do not accept Money Orders nor Checks \$32.65 is your total**
- Make your Payment using **US Bank E-Pay**, Click the **Blue Continue to US Bank E-Pay icon**
- Once the information is complete, click **Continue Fingerprint**
- Review Payment, Enter Date of Birth, Accept the Terms & Conditions, and then click **Confirm**
- Please ensure that your payment was **Accepted** and was **Confirmed**

Bring the following items with you to your fingerprinting appointment:

- A copy of your fingerprinting registration
- A **valid** driver's license or state ID

FINGERPRINTS MUST BE TAKEN AT 160 S. HOLLYWOOD. PLEASE DO NOT GO TO ANY OTHER LOCATION.

If you have further questions regarding the above instructions, please call 901.416.5318, which is the SCS Fingerprint/ID Department.

Call 1-855-226-2937 if you have any issues registering on-line.