



FINGERPRINT INSTRUCTIONS - IDEMIA

Complete all 3 steps listed below. The consent form must also be completed and emailed to bonnieharris@dadecs.org. This consent form is located on the Human Resources Page/Application Package/Consent Form for Background Check

If you do not have access to the internet, schedule an appointment by calling 833-542-9283.

STEP 1: Enrollment

- <https://ga.state.identogo.com>
- Enter Service Code & Select “Get Started”
 - Services Codes are listed below, choose the correct code
 - School Employment: **2TGQVB**
 - Volunteers Providing Direct Care: **2TGQXV**
- Reviewing Agency: Enter code **GA931434Z**
- Review Info – Select “Start Enrollment”
- Review Privacy Rights- at bottom click box to acknowledge - Continue
- Enter Personal Information - Select Review
- Verify information entered is correct, if you need to make corrections, select Edit.
- PLEASE NOTE: Once you submit enrollment, you will be unable to change the information provided.
- Submit Enrollment

STEP 2: Notify Business Services of Enrollment

- Email or call the Business Services Department to inform them of your enrollment. Approval will be necessary before you can continue scheduling your appointment.
- Email address: businessservices@dadecs.org OR bonnieharris@dadecs.org
- Phone: 706-657-4361, ext. 10020

STEP 3: Schedule Appointment

- After you have submitted enrollment and approved, an email will be sent instructing you to schedule your appointment.
- Click the link provided in email
- Make note of the UEID, as this is your assigned registration number
- Enter Date of Birth, Last Name, and UEID and Continue
- Enter Zip Code in the location search field
- Select location you wish to be fingerprinted
- Schedule Appointment by selecting date and time
- Select Confirm, you will be presented one additional confirmation button, select Yes, Confirm
- Review appointment information and verify. If you need to make changes, select Edit Information
- Payment Entry Screen – enter payment information, select Pay and Submit
- Your application has been submitted – you may print this page or download a copy of this information by using buttons on lower left.
- Visit the selected fingerprinting location on the appropriate day and time.
 - Please bring identification, such as Driver’s License