

Horace Mann School – Fingerprint Instructions

To schedule an appointment online:

- 1) Go to: www.identogo.com
- 2) Under **Search for Services by State** select: **New York**
- 3) Scroll down and under **Enrollment Services** select: **Digital Fingerprinting**
- 4) Enter Service Code: **[HR will provide the code]**

You will be taken through a step by step process. To complete this process you will need to provide:

- Your personal information (Social Security Number, Date of Birth, etc.)
- Under payment method: choose: **Coupon Code.**

You may also schedule an appointment by calling MorphoTrust customer service center (877)-472-6915 and choose Option 4 to speak to a customer service representative.

Coupon Code [HR will provide the code]

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You must present your **Coupon Code** and **two forms of identification** at the time you are fingerprinted. At least one form of identification must contain a photo.

Acceptable Photo Identification Documents

- U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with Photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I688A or B)
- Photo ID Card issued by Federal, State or Local Government

Additional Identification Documents

- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)

- Voter Registration Card
- U.S. Citizen ID Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Canadian Driver's License
- Native American Tribal Document