

Memphis Shelby County Schools Vendor/Student Teacher Fingerprint Instructions

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

- Visit www.identogo.com
- Select "Digital Fingerprinting"
- Select **"Tennessee" on the state drop down then click go**
- **Select "Digital Fingerprinting"**
- Select **"Schedule a New Appointment"**
- Enter **Service Code "28TYHT"** School Worker Other
- Enter **TN930880Z** (Note: both 0s are zeros) when asked for the **ORI Number**
- Select **Yes** when you receive this message: **You have selected to be fingerprinted for SHELBY CO. BOARD OF EDUCATION. Is this correct? 160 Glenn Rogers Sr. Street**
- Select the second box that shows **Memphis Shelby County Board of Education**
- **Complete the Acknowledgement Release**
- **Enter Zip Code "38112" then click go**
- Click on a **schedule** to find a date and time that is most convenient for you select **160 Glenn Rodgers, Sr. Street Location**
- Enter all Personal Information that has a **Red asterisk***
- At the bottom under **Applicant Employer Information** please enter Your **Company's/School Name** where it asks for the **Employer's Name**
- Then click **Send Information**
- If all Information appears correctly, click **Go**
- **Method of Payment** choose **Visa or Mastercard. Pay \$37.15 on Site using your credit card/money order or company's check**

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 Glenn Rodgers, Sr. Street Location.**

. 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 technical issues registering on-line.

Best regards,
Shelby County Schools Safety and Security