TN Department of
Commerce &
Insurance

IdentoGo/IDEMIA by MorphoTrust USA
ELECTRONIC FINGERPRINT SUBMISSION
ATTENTION ALL APPLICANTS
-Alarm Systems Contractors-

All applicants are required to utilize electronic fingerprint submission and must make an appointment with IdentoGO/IDEMIA by MorphoTrust USA. Results will be processed by TBI/FBI then received by this office. Applicants will submit payment of **thirty-nine dollars and fifteen cents ($39.15**) for fingerprint processing to IdentoGO/IDEMIA by MorphoTrust USA. Attach a copy of the signed receipt from the electronic fingerprint session to your application.

Required information when making appointment:

Agency Name:	**Commerce and Insurance**
Applicant Types:	**Alarm Employee Registration / Alarm Systems Contractor Applicant/**
	Alarm Qualifying Agent / Alarm Systems Contractor Licensee
Agency ORI #:	**TN90140Z**

Steps on how to complete the fingerprinting process: Resident of Tennessee

➢ Go to **www.identogo.com** and choose Tennessee then Digital Fingerprinting
➢ Click schedule a new appointment and choose the language you wish to use for scheduling
➢ Enter your first and last name and click "go"
➢ Choose the proper employing or licensing agency as your Agency Name and click "go"
➢ Choose the proper Applicant Type and click "go"
➢ Enter your ORI, OCA, or other identifying numbers required by your employing or licensing agency clicking "go" after each
➢ Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press "go"
➢ Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go"
➢ Complete the demographic information page. Required fields are indicated by a red asterisk (*)
➢ When complete, click "Send Information"
➢ Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
➢ If you are required to pay for your own fingerprinting, then you will be presented with payment options. Complete your payment process and click "Send Payment Information"
➢ Print your confirmation page
➢ Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment
➢ Arrive at the facility at your appointed date and time
➢ The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes
➢ You will receive a signed receipt at the end of your fingerprinting session

If you do not have access to the internet, you may call us toll-free at (855) 226-2937 Monday-Friday, 8:30 A.M – 4:30 P.M. (Central) to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.