Criminal Background Check
Manual Fingerprinting Instructions

Out of State – Takes significantly longer and may cause delays
Required manual FBI fingerprint cards (FD-258) are to be done at a local law enforcement agency (state police or sheriff’s office) that provides fingerprinting services.

1. Contact the Board to obtain a FBI fingerprint card.
2. Pre-register:
   Go to: https://uenroll.identogo.com
   - Enter Service Code: 228QXY
   - Choose “Submit A Fingerprint Card by Mail”
   - You will receive an “Attention” notification
     - Enter “Continue”
   - Enter required information in “Essential Info” tab
     - Choose “Next”
   - Enter required information in “Citizenship” tab
     - Choose “Next”
   - Enter required information in “Personal Questions” tab
     - Choose “No” for question “Would you like to locate the IndentoGO Enrollment Center nearest you?”
       - Choose “Next”
   - Enter required information in “Personal Info” tab
     - Choose “Next”
   - Enter required information in “Address” tab
     - Choose “Next”
   - Enter your payment information
     - Once you have submitted your payment, you will be directed to the final registration page.
     - Print this registration page and complete sections 2 and 3 of the registration.

3. Fingerprinting:
   Bring the FBI fingerprint card (FD-258) to a local law enforcement agency (state police or sheriff’s office) that provides fingerprinting services. There may be a fee for this service.

4. Mail Fingerprint Card & Registration (Both Required)
   - After you have your fingerprints taken, mail the registration page along with your fingerprint card for processing to the address located under #4 on your registration page.