



Fingerprints

Thank you for registering to be a sub with Tagg. In order to continue your registration process and have your account activated you will need to get fingerprinted as a part of your background check.

Please follow these steps to complete the process:

1. Go to this website to schedule an appointment at an Identogo Center to process your fingerprints: <https://www.identogo.com/>
2. Click *Search for Services by State* > *Select Colorado* > *Digital Fingerprinting* > *Enter Service Code* > *Schedule or Manage an Appointment* > *Follow the Steps*
3. Follow steps on your screen

You will need the following information as you complete this process:

Service Code:

25YQ4Q

Concj #:

CONCJ5823

NOTE: You must bring a valid form of ID to your appointment (You will be provided a full list of options online). Upon arriving, please make contact with a staff member. Identogo enrollment agents are trained to ensure your paperwork is in order and fingerprints are captured quickly so that you can get on your way. All Identogo Centers are equipped with Live Scan systems to ensure quality fingerprints. Results are returned in a matter of days rather than weeks (For more information about Identogo: <https://www.identogo.com/services>).

What To Expect



The steps below summarize the simple process that you will go through once you get to step 3 above.

- The Identogo® website will automatically prompt you to complete the pre-enrollment process by entering CBI and FBI information required for your specific background check purpose
- The Identogo® website will provide you with directions to the enrollment center, notification of specific photo ID requirements, and an email confirmation summarizing all the appointment specifics.
- During your 5-minute appointment at the Identogo® Enrollment Center, an agent will quickly and accurately complete the process by performing ID verification, fingerprint capture, photo capture, and signature image capture in compliance with CBI and FBI requirements.
- Payment is collected from you via credit/debit card, money order/business check. The contracted CABS vendor applicant-processing fee of \$10 is collected along with the CBI and FBI fees of \$39.50.
- A system generated receipt provides the applicant with a detail of the transaction as well as a link to check status on the Identogo® website. Alternately, applicants can check status by contacting their center and providing the transaction details located on the receipt.

Locations

1791 S 8th St
Ste E
Colorado Springs, CO 80905-1969

7862 N Academy Blvd
Sylvan Learning Center of Colorado Springs North
Colorado Springs, CO 80920-3920

Source: https://www.identogo.com/uploads/general/CO_Identogo_Service_Summary.pdf