

# Appalachia CARES / AmeriCorps Fingerprinting Instructions

**Why do you need to be fingerprinted?** As a member serving in a community organization/agency, as well as a service-learning facilitator, you will potentially come into contact with vulnerable populations (e.g. Youth, seniors, persons with disabilities, etc.). Due to this exposure, all members in national service through AmeriCorps are required to undergo the FBI background check, which includes fingerprinting.

**Please follow the instructions below to complete this process.**

## 1) Schedule Your Appointment Online *(preferred)*

- A. Go to [www.identogo.com](http://www.identogo.com).
- B. Click "Get Fingerprinted" in the top right corner.
- C. Select Tennessee in the dropdown menu under "Select a fingerprinting service by state."
- D. On the Tennessee page, click "Digital Fingerprinting."
- E. Click "schedule a new appointment" on the next page.
- F. Agency Name: **Non-DCS Child Care/Adoption Providers**
- G. Applicant Type: **Child-Related Worker (Private)**
- H. ORI number: **tncc30016**
- I. It should bring up our program, Appalachia CARES. Click "yes." If not, press "no" and re-enter the ORI number.
- J. Enter your zip code or choose a region.
- K. Use the location and time table to schedule your appointment.
- L. Applicant Information: Fill out all required fields. **Leave the employer/occupation portion blank. DO NOT** list your host agency as your employer.
- M. Payment Collection: Select **billing account**, and enter **TNB00W090**. Leave referral code blank.
- N. Registration Confirmation page: Write down your appointment info and Registration ID for your records.

### To Schedule By Phone

- A. Call Customer Service: 855.226.2937 *(option 4 after selecting your language)*
- B. Go through the scheduling process using the information above.
- C. Record your appointment information and your Registration ID for your records.

**2) Go to your appointment** - Ask for a receipt if they don't provide one automatically.

**3) Submit your appointment receipt** - Scan and Email to [Stephani@clinchpowell.net](mailto:Stephani@clinchpowell.net).

**You have received a deadline for completing this process via email.**

**Failure to follow billing instructions and/or keep your appointment will result in a min. \$33 out of pocket expense / reimbursement to the program!**

*\*\*If you need to reschedule your appointment, go back to the website with your registration ID handy and complete the rescheduling process after following steps 1A-D. You MUST still complete the fingerprinting by the deadline, but you won't be charged if you reschedule correctly.*

*\*\*If you must cancel an appointment **due to an EMERGENCY**, please do so via the customer service line listed.*

**We cannot stress the importance of this process enough!** Failure to meet deadlines or complete the process in the time given will result in consequences, including withheld living allowances and potential release from the program.

**\*\*IF FOR ANY REASON YOU CHOOSE NOT TO PARTICIPATE IN OUR PROGRAM AFTER BEING FINGERPRINTED AND ACCEPTED, YOU WILL BE RESPONSIBLE FOR REIMBURSING THE PROGRAM FOR BACKGROUND CHECK FEES. If we choose not to enroll you, you will not be responsible for this cost.**

**IF YOU HAVE QUESTIONS OR ISSUES DURING THIS PROCESS, DO NOT CONTACT THE COMPANY.**

**Contact Stephani: 865.828.5927 or [stephani@clinchpowell.net](mailto:stephani@clinchpowell.net)**