



Delaware Statewide Search Instructions

Summary – The state of Delaware requires fingerprints to be obtained in order to submit a statewide criminal background check for processing. To schedule an appointment, or to obtain instructions for those who are not able to be fingerprinted in Delaware, please click on the below link.

<https://uenroll.identogo.com/>

***Important Notes:**

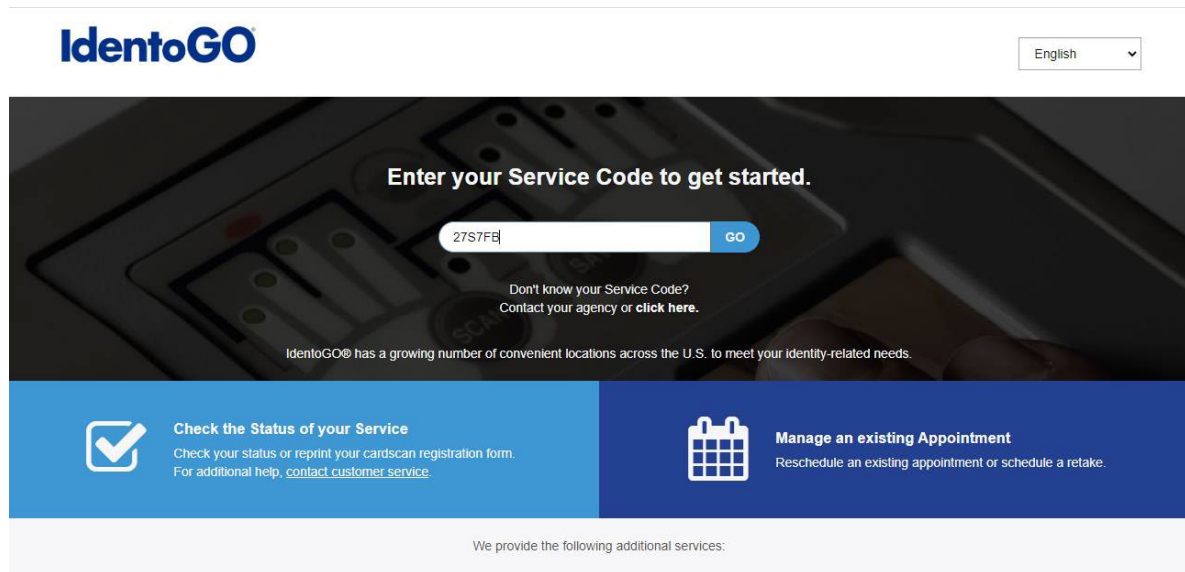
- Please note that a fee will need to be paid in order to have fingerprints taken whether it's done electronically or by getting fingerprint cards. The fee may vary depending on the agency handling the request.
- Please do not send any checks/money orders or fees to First Advantage.
- If you are submitting a fingerprint card by mail, you must print the registration form, complete it, sign it and submit it to the agency along with the fingerprint card. It is recommended to use a mailing method that includes a tracking number. The address to send the documents is below:

IdentoGO Cardscan Department – “DE Program”
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

To schedule an appointment

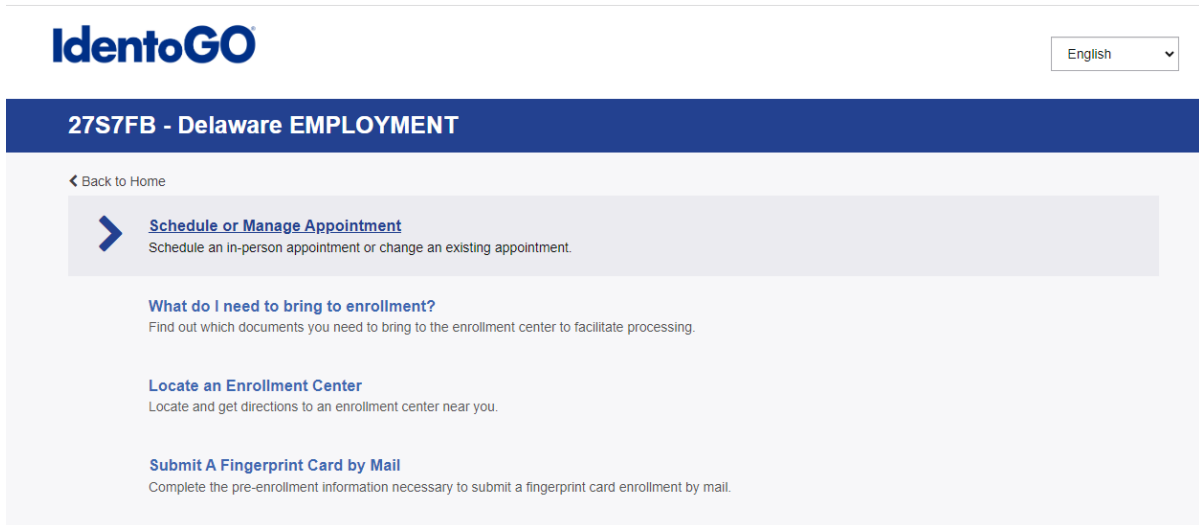
On the Identogo site, enter service code 27S7FB and hit GO. There will be 9 tabs to complete. Each tab has required fields that will need information entered in order to move to the next screen. The required fields will have a red asterisk symbol next to them.





The image shows the IdentoGO homepage. At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". The main content area has a dark background with a keyboard. The text "Enter your Service Code to get started." is centered. Below it is a search bar containing "27S7FB" and a "GO" button. Underneath the search bar, it says "Don't know your Service Code? Contact your agency or [click here](#)." Below that, it says "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." At the bottom, there are two blue buttons: "Check the Status of your Service" with a checkmark icon and "Manage an existing Appointment" with a calendar icon. Below these buttons, it says "We provide the following additional services:"

Select the Schedule or Manage Appointment link.



The image shows the IdentoGO service page for "27S7FB - Delaware EMPLOYMENT". At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". Below the header is a blue bar with the text "27S7FB - Delaware EMPLOYMENT". Below that is a "Back to Home" link. The main content area has a light blue background. The first section is "Schedule or Manage Appointment" with a right-pointing arrow icon and the text "Schedule an in-person appointment or change an existing appointment." Below that are three sections: "What do I need to bring to enrollment?" with the text "Find out which documents you need to bring to the enrollment center to facilitate processing.", "Locate an Enrollment Center" with the text "Locate and get directions to an enrollment center near you.", and "Submit A Fingerprint Card by Mail" with the text "Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail."

On the Facility tab, please make sure to enter “DEEM00002” as the Originating Agency Number. This will ensure that the agency sends the results back to First Advantage for processing.



27S7FB - Delaware EMPLOYMENT

Essential Info > **Facility** > Employer > Citizenship > Personal Questions > Personal Info

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Enter your ORI (DE*****)

* Originating Agency Number

DEEM00002

ID	Name
DEEM00002	First Advantage ✓

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On the Location tab, enter in either a zip code, city and state or airport code to schedule your appointment. Once you have found a desired location, click on the location and select the Next button.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

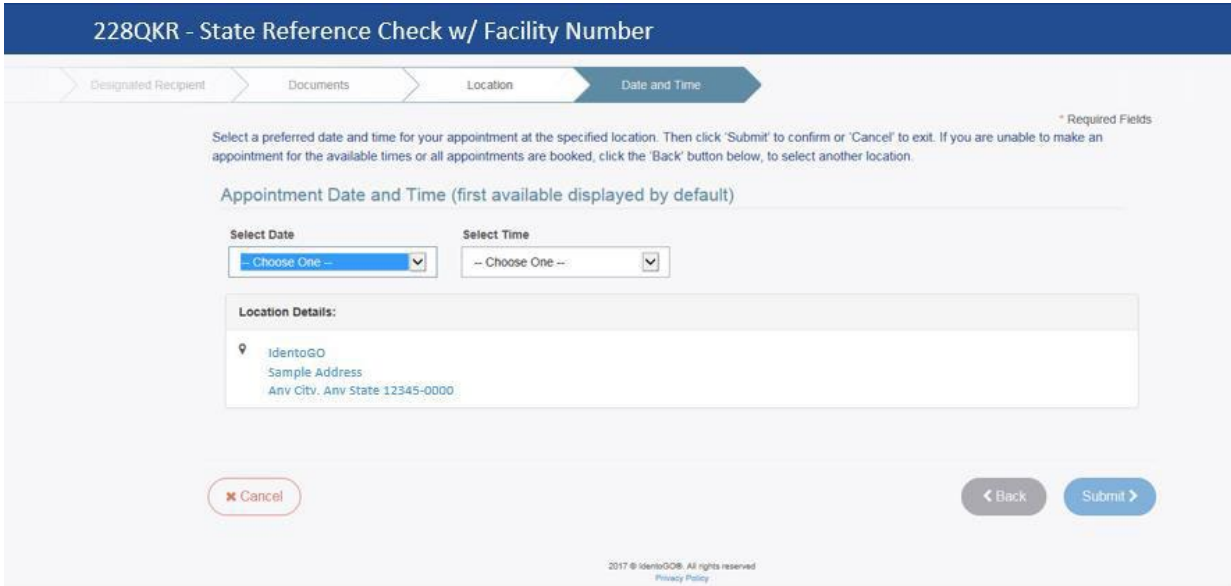
30005

All Locations will be closed Thanksgiving Day, Thu, 22 Nov 2018, unless otherwise indicated

Location	Address	Next 7 Days	Distance
Murfreesboro, TN Identigo 531 N Thompson Lane Murfreesboro, TN 37129-4313	Hours: Monday - Friday: 08:30 AM - 12:00 PM & 12:30 PM - 05:00 PM ADDITIONAL FEES FOR THIS LOCATION Out Of State Fee: \$39.95	186 appointments available	176.23 mi
> Rock Hill, SC	1742 Herlong Village Dr	188 appointments available	188.9 mi
> Nashville, TN	2365 Murfreesboro Pike	271 appointments available	195.78 mi



On the Date and Time tab, use the drop-down options to select a date and time for your appointment. Once both are selected click on the Submit button.



228QKR - State Reference Check w/ Facility Number

Designated Recipient | Documents | Location | **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

Location Details:

IdentoGO
Sample Address
Anv City, Anv State 12345-0000

Cancel | Back | Submit

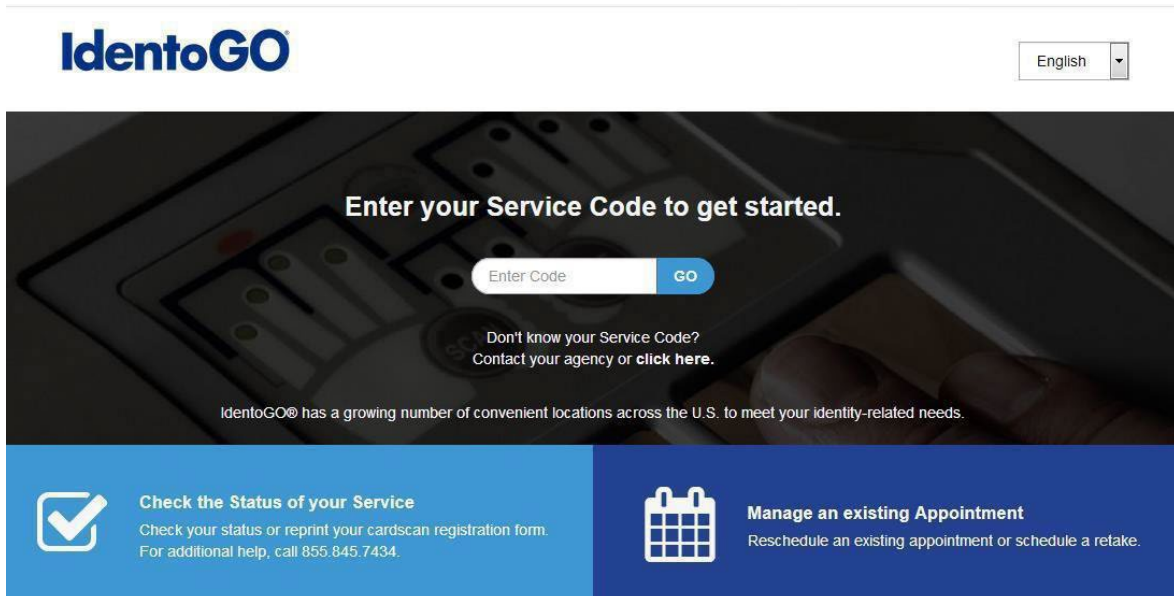
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For out of state applicants

Out of state applicants must register on the Identogo site.

<https://uenroll.identogo.com/>

The service code that needs to be entered is “27S7FB”



IdentoGO English

Enter your Service Code to get started.

Enter Code GO

Don't know your Service Code?
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.

The next step would be to click on the Submit a Fingerprint Card by Mail option.



Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

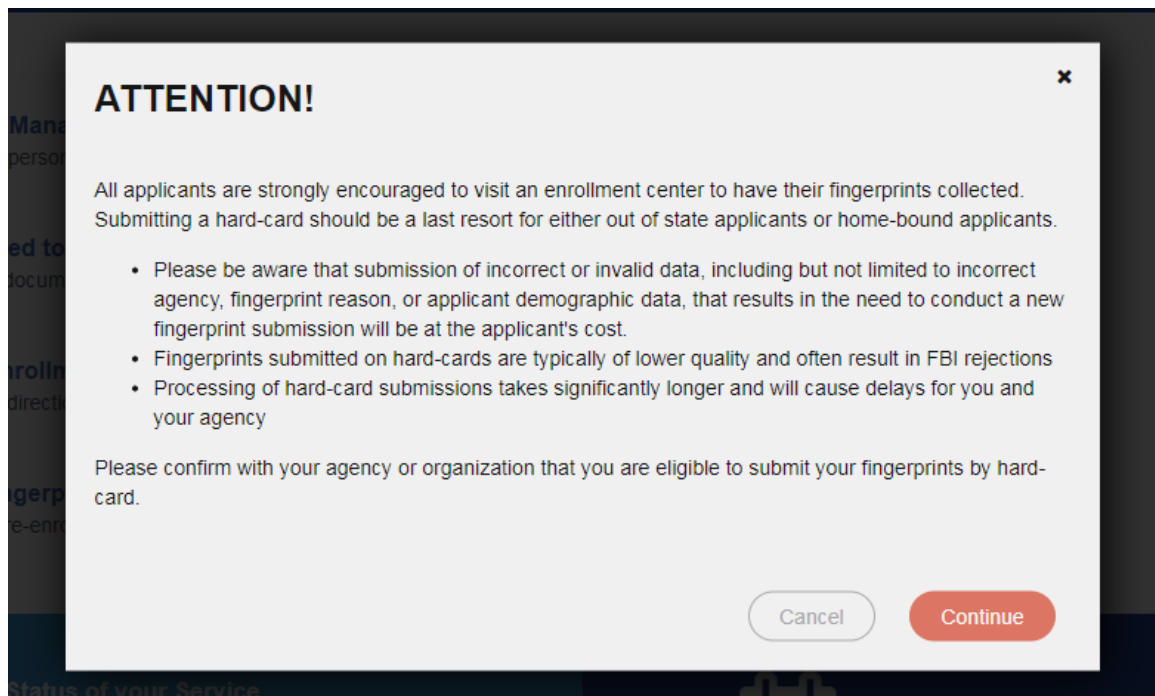
Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

After clicking on this option, the below pop-up message will appear. Please click on continue to proceed.



ATTENTION! ✕

All applicants are strongly encouraged to visit an enrollment center to have their fingerprints collected. Submitting a hard-card should be a last resort for either out of state applicants or home-bound applicants.

- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency, fingerprint reason, or applicant demographic data, that results in the need to conduct a new fingerprint submission will be at the applicant's cost.
- Fingerprints submitted on hard-cards are typically of lower quality and often result in FBI rejections
- Processing of hard-card submissions takes significantly longer and will cause delays for you and your agency

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard-card.

The next few screens will collect essential information such as name, date of birth, etc. You will need to complete the required information to proceed.



Once you arrive on the below screen, you will need to click “Yes” on “Would you like to locate the Identogo Enrollment Center nearest you?” question. This will allow you to proceed with viewing the closes Identogo Enrollment Center to you.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process. Yes No

Prefer to visit an Identogo Enrollment Center in-person? We have locations nationwide, ready to complete your biometric enrollment. Select 'Yes' below to search for the location nearest you. You will still have the option to complete your pre-enrollment and mail your fingerprint card to it.

* Would you like to locate the Identogo Enrollment Center nearest you? This will not interrupt your current progress. Yes No

✕ Cancel < Back Next >

If you wish to proceed with scheduling an appointment at the nearest Identogo Enrollment Center, select the Enrollment Center and proceed with scheduling. If there is not an Enrollment Center in your area, you can click on the option to “Mail a Fingerprint Card”.

Location	Address	Next 7 Days	Distance
> Mail a Fingerprint Card			
> Huntington, WV	4510 Terrace Ave	235 appointments available	404.43 mi
> Point Pleasant, WV	640 Sand Hill Rd	0 appointments available	409.91 mi

Selecting “Mail a Fingerprint Card” will route you to the payment collection section and provide you with your fingerprint card submission confirmation page. (See section 1 above for further details and instructions.)

If you choose an Enrollment Center, you will then select a date and time for your appointment. Once you have selected your appointment details, you will then be routed to your appointment confirmation page. Please note that there is an additional fee for utilizing the Out-of-State LiveScan submission process.



Service Summary

SERVICE CODE – SAMPLE AGENCY and/or REASON [Print Status](#)


Status as of 3/7/2018

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date:	Date Pre-Enrolled
UE ID:	Sample UE ID
Applicant:	Applicant Name
Service:	Service Code – Sample Agency and/or Reason
Estimated Amount Due:	\$ Estimate Amount Due

Note: Estimated Amount Due is an estimated total, based on selected services and the scheduled appointment time and location. If paying by business check or money order at the scheduled appointment time and location, the total above accurately reflects the Amount Due. This total does not include any credit card convenience fees, changes to applicable sales tax if enrolling outside the state of Texas, or additional purchases made during the appointment. If you have additional questions about the total amount due, please call our Customer Service team at 855.845.7434.

We accept the following methods of payment:
 Authorization Code, Business Check, Money Order, Credit Card 

Credit Card payments may be subject to a service fee of up to 2.1%.

Important!
 YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
 Legal Name must match exactly on all identification documents brought to enrollment.
 1. Passport Book or Card

Service Code – Sample Agency and/or Reason

Appointment City Sample Address Sample City, State, Zip Code	Appointment Time: Appointment Date and Appointment Time
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[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.


Cancel Appointment
Reschedule Appointment

Done

Please make sure to print the authorization page, sign it and date it and submit it along with the fingerprint card to the agency. Below is a sample of what the final page would look like.



1 (of 4) - REVIEW INFORMATION

Date:	04/10/2018	
UE ID:	Unique Applicant UE ID	
Applicant:	Applicant Name	
Service:	Service Code and Sample Agency	
Total Due:	\$0.00	
Payments:		
Card (1111)	Total Charged to Credit Card	
Auth Number:	Credit Card Authorization Number	
Amount Paid as of x/xx/xx	Amount Paid	

2 (of 4) - SIGN AUTHORIZATION

Sample Text

Waiver Image

Only

Signature _____ Date _____

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document.
2. Completed fingerprint card.

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned.

IDENTOGO
 CRIMINAL DEPARTMENT
 1840 CANTON RD. PMB 570
 HAWKERS, TN 37057-8525

