NEW BACKGROUND REPORT PROCESS STARTING MARCH 1, 2021.

All applicants will need to register via the UEnroll website utilizing our Service Code 27GJZY. Starting 3/1/2021, you will be able to complete BOTH the state and federal background checks through this service.

Applicant Pre-Enrollment –

UEP UEnroll website – http://uenroll.identogo.com

Complete the pre-registration via the UEP website (mobile and tablet friendly), using our **Service Code: 27GJZY.** Their website will collect all necessary personal data for scheduling your appointment at one of the many IdentoGO centers utilizing an easy to use search tool. Once you complete the registration, you will be provided a Service Summary, detailing your appointment, along with what you need to bring to the location. This information will also be emailed to the email you provide during registration. All applicants are required to pre-enroll and schedule an appointment.

Livescan Enrollment Process:

Federal AND State Background Reports - $51.25 Total Fee

All enrollment centers in Kentucky will have the same workstation installed, including a fingerprint scanner, identification document authenticator, camera, check scanner, signature capture pad, and credit card reader. Once registration is complete you arrive to the site for your appointment at an IdentoGO® center, you will verify your identity and provide your birthday for security to enter the enrollment process. The workstation will prompt for confirmation of what you are enrolling for, confirm biographic and personal data, and require a valid ID document be scanned from the previously distributed list. When the fingerprint capture and payment collection is complete, you will sign to confirm you have completed the enrollment, and a receipt is auto-printed with details regarding your enrollment.

Certified/Business Checks, Money Orders, or a Credit Card can be used to pay for services at the location.

You can manage an existing appointment, reprint your cardscan registration form or check your report status through the IdentoGO site - http://uenroll.identogo.com

Don't have access to the Internet? You can still schedule an appointment by calling **(844) 543-9714.**

Applicants OUTSIDE of Kentucky

Out-of-State Livescan Processing:

Out of State Applicants also have the option to complete their enrollment at one of their 500+ nationwide UEP enrollment centers outside of Kentucky, using the same pre-enrollment process you would use to register within Kentucky. Utilizing an Out of State facility improves the fingerprint quality and is more secure. It also makes the process much more streamlined when compared to completing hard cards, mailing them in and waiting for them to be processed.

1. Pre-enroll for Livescan Processing at https://uenroll.identogo.com/, selecting the option to locate the nearest Out-Of-State location for Livescan Fingerprinting Services.

2. Identify the closest location you would like to get printed at via the zip-code lookup. If no location is available within 100 miles or you do not wish to visit the identified location, there is an option to switch to Cardscan Processing.

3. Select an appointment date and time and complete the pre-enrollment steps.

4. Complete the enrollment at the selected location.

Out-of-State Cardscan Processing:

You can also choose to send in a hard card (FBI FD-258 Applicant fingerprint card) to the IDEMIA Cardscan Conversion facility, where they will complete the enrollment, submitting it through the same process as if completed on a livescan workstation. YOU WILL STILL NEED TO COMPLETE THE ONLINE REGISTRATION. Instructions are provided to you on how to send the hard card in once you complete the registration. Please complete all of the personal information fields on the fingerprint card. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the **signed** pre-enrollment confirmation page **and** the completed fingerprint card to the mailing address provided.

Applicant packets submitted that do not include a **signed** UEP confirmation page **will be returned TO THE APPLICANT**. Upon completion of cardscan, IDEMIA will store the card/form for a period of 90 days, at which point all documents will be shredded.

IdentoGO Customer Service Call Center Phone Number – (844) 543-9714