To begin scheduling process, applicants would enter their provided Service Code.

Once an applicant has completed the fingerprinting process, they can check the status of their folio by clicking here.

Applicants needing to reschedule an appointment can click here to access schedule availability.

Additional Services offered by IDEMIA at select Enrollment Centers.
- **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. Further instructions regarding this process will be sent separately)*

The following screens show the process for a new applicant that selects “Schedule or Manage Appointment”. 
*Applicants that provide an email address as the method of contact will receive notifications via email. If an applicant does not provide an email address, contact will be made via phone only.
Please enter your information below. Then click ‘Next’ to continue or ‘Cancel’ to exit.

Citizenship

* Country of Birth

  – Choose One –

City of Birth

* Country of Citizenship

  – Choose One –
Select "Yes." This Authorization Code is the no-cost authorization code provided by the CHU (Criminal History Unit).
If Alias is noted as a yes, you will also see the screen above

*Gender must be the same as the gender listed on your ID
Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

**Mailing Address**

* Country

  -- Choose One --

* Address Line 1

* Address Line 2

* City

* Postal Code
If you note your Mailing Address is different than your Residential Address, you will additionally see these fields.
Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

**Documents**

* Document
  -- Choose One --

* Does the name you are enrolling under match the name on all documents selected?
  - [ ] Yes
  - [ ] No
If you select no, you will also have to bring an additional document showing how your name changed
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.
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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Next 7 Days</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any City, Any State</td>
<td>Sample Address</td>
<td>150 appointments available</td>
<td>0.41 mi</td>
</tr>
<tr>
<td>Any City, Any State</td>
<td>Sample Address</td>
<td>1451 appointments available</td>
<td>4.2 mi</td>
</tr>
<tr>
<td>Any City, Any State</td>
<td>Sample Address</td>
<td>654 appointments available</td>
<td>8.28 mi</td>
</tr>
<tr>
<td>Any City, Any State</td>
<td>Sample Address</td>
<td>270 appointments available</td>
<td>13 mi</td>
</tr>
<tr>
<td>Any City, Any State</td>
<td>Sample Address</td>
<td>146 appointments available</td>
<td>16.34 mi</td>
</tr>
</tbody>
</table>

[Search](#)
Applicants will enter their no-charge authorization code to complete payment prior to completing appointment schedule.
Service Code – Service Name

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:

- sample address
- city, state 12345-6000

[Buttons: Cancel, Back, Submit]
*Applicants that provide an email address will also receive the Service Summary via email. Applicants that do not provide an email address will not receive further appointment confirmation.
## Date

<table>
<thead>
<tr>
<th>Date</th>
<th>UE ID</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2023</td>
<td>EZQ4-AYY7R</td>
<td>27RVW7 - DFCare CHILD CARE PERSONNEL - DFCYF - Regular</td>
</tr>
</tbody>
</table>

## Service Details

- **Estimated Amount Due**: $85.00
- **Methods of Payment**: Authorization, Business Check, Money Order, Credit Card
- **Card Holder Must be Present at the Time of Payment**
- **Cash on Delivery Accepted**

## 27RVW7 - DFCare CHILD CARE PERSONNEL - DFCYF - Regular Appointment Details

No Appointment Scheduled

Please schedule an appointment to complete your in-person enrollment.

[Schedule Appointment]

[Done]
## Service Summary

**22BQKR - State Reference Check w/ Facility**

**Status as of 3/7/2018**

**Pre-Enrolled**
You have successfully pre-enrolled.

### Service Details:

- **Date:**
- **UE ID:**
- **Applicant:**
- **Service:**
- **Estimated Amount Due:**

**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.
  - Passport Book or Card

### 22BQKR - State Reference Check w/ Facility Number

<table>
<thead>
<tr>
<th>Appointment City</th>
<th>Appointment Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample City, State</td>
<td>Sample Date and Time</td>
</tr>
</tbody>
</table>

**View Map**

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

[Cancel Appointment] [Reschedule Appointment]