



FINGERPRINTING PROCEDURE

The school has a policy in place that requires volunteers and chaperone's to be fingerprinted to work with our children. The following is a list of steps you will need to do to make this happen;

1. Set up an appointment to see Cindy Bear and get a volunteer packet approved and signed by her.
2. Pre-enroll and schedule a fingerprint appointment at <https://uenroll.identogo.com>.
3. You will need to enter a service code "25YFY4" and input the necessary information during the pre-enrollment, when prompted to choose the form of payment, select the NCAC option and enter the NCAC code provided to the applicant (CONCJ4103)
4. The Service Code selected during pre-enrollment must match the Authorization Code provided by the applicant at the time an NCAC is selected as payment. Otherwise, the applicant will be prompted for another form of payment if the NCAC code is invalid and the applicant will be required to pay for his or her enrollment with a payment method other than NCAC.
5. IDEMIA will provide you with a receipt, indicating confirmation of payment by NCAC which you will need to keep a copy for your records. Also, return the signed volunteer sheet to your building secretary.
6. The cost is approximately \$60.00 and it's good for your child's entire school career.