

# Fingerprint Appointment

Use this form to assist in scheduling a Department of Social and Health Services fingerprint appointment.

## Section 1: To be completed by the Background Check System

1. The agency requesting a fingerprint check must provide the following information:

BCCU Account Number: \_\_\_\_\_ BCCU Inquiry ID/OCA Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## Section 2: Information to gather BEFORE scheduling a fingerprint appointment

Be prepared to provide the information from Section 1 AND the information below when scheduling your fingerprint appointment.

1. SOCIAL SECURITY NUMBER (OPTIONAL)	2. BIRTHPLACE (STATE / COUNTRY)	3. DAYTIME PHONE (AREA CODE / NUMBER)
4. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	5. HEIGHT (FEET / INCHES)	6. WEIGHT (POUNDS)
7. RACE <input type="checkbox"/> Caucasian or other Hispanic culture <input type="checkbox"/> African-American / African <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian, First Nations, Eskimo, or Alaskan Native <input type="checkbox"/> Unknown	8. HAIR COLOR <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Gray/part gray <input type="checkbox"/> Orange <input type="checkbox"/> Red/Auburn <input type="checkbox"/> Green <input type="checkbox"/> Sandy <input type="checkbox"/> Pink <input type="checkbox"/> Blonde <input type="checkbox"/> White <input type="checkbox"/> Completely Bald	9. EYE COLOR <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Multicolored <input type="checkbox"/> Brown <input type="checkbox"/> Unknown <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Maroon

## Section 3: Fill out this section WHILE scheduling your fingerprint appointment

1. Go to [www.identogo.com/FP/Washington](http://www.identogo.com/FP/Washington) or call 1-888-771-5097 to schedule your fingerprint appointment.

2. Use this space to write down the date, time and location of your fingerprint appointment:

Date / Weekday: \_\_\_\_\_ Time: \_\_\_\_\_

Location / Address: \_\_\_\_\_

## Section 4: Personal Identification (ID)

You must bring one of the following NON-EXPIRED Government issued **PICTURE ID** options with you to your fingerprint appointment.

Acceptable forms of government issued **PICTURE ID**:

- US Driver's License, or any Federal, State, or Local Government issued ID (Including a Washington State Learner's Permit)
- Any US Armed Services ID (Army, Air Force, Navy, Marines, etc...)
- US Passport
- Foreign Passport (with photo and signature)
- Federally Recognized Tribal ID

**All ID must be current.** Expired ID WILL NOT be accepted unless you can prove that you are in the process of renewing it. Expired ID with a photo MUST accompany any temporary ID and the names MUST match otherwise you may be required to reschedule your appointment.