

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 with IdentoGO / IDEMIA

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 <input type="checkbox"/> Unknown	5. HEIGHT (FEET / INCHES)	6. WEIGHT (POUNDS)
7. RACE <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Unknown	8. HAIR COLOR <input type="checkbox"/> Bald <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Sandy <input type="checkbox"/> Blonde <input type="checkbox"/> White <input type="checkbox"/> Brown <input type="checkbox"/> Unknown <input type="checkbox"/> Gray	9. EYE COLOR <input type="checkbox"/> Black <input type="checkbox"/> Hazel <input type="checkbox"/> Blue <input type="checkbox"/> Maroon <input type="checkbox"/> Brown <input type="checkbox"/> Multicolor <input type="checkbox"/> Gray <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Unknown

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

1. Go to <https://wa.ibtfingerprint.com> or call 1-888-771-5097 to schedule your fingerprint appointment with IdentoGO / IDEMIA.

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 a **NON-EXPIRED** Government issued **PICTURE ID** with you to your fingerprint appointment. 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.

Common forms of acceptable 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

Additional information about ID and a list of all acceptable forms of government issued **PICTURE ID** can be found on the IdentoGO / IDEMIA website: https://www.identogo.com/uploads/general/Acceptable-Identification_Washington.pdf