# Kentucky Applicant Processing

**Upcoming
Enrollment Services
Information**

**New Items For Review:**
- **Applicant Pre-Enrollment**
- **Non-Resident Registration**
- **Livescan Enrollment Process**

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# Kentucky UEP – Applicant Pre-Enrollment

- **Idemia will provide Kentucky Agencies with a 6 character alpha-numeric Service Code for each applicant type for their livescan processing.**

- **This should be provided to the applicants prior to registration, as they will need this code in order to begin.**

- **The service code tells the registration system what agency and reason for printing as well as where to send the results once complete.**

- **Additional information regarding Service Codes will be provided in the coming weeks.**

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Fingerprint Service Code Form

**Service Name:**

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

*Service Code is unique to your hiring/licensing agency.* **Do not use this code for another purpose.**
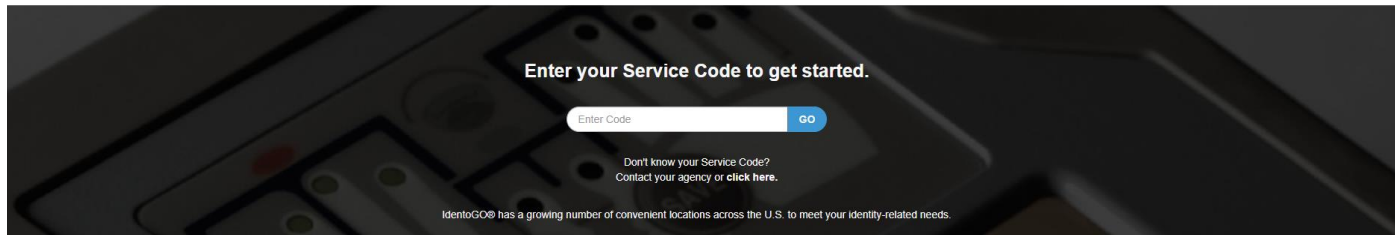
Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

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# Kentucky UEP – Applicant Pre-Enrollment

- **Applicants will be directed to the UEP Enrollment website, where they will enter their service code to begin the process.**

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Enter your Service Code to get started.

| Enter Code | GO |

Don't know your Service Code?
Contact your agency or **click here.**

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

- Mobile and Tablet Friendly
- ADA Compliant
- Multi-lingual interface
- Pre-Enroll/Register, Schedule an Appointment

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# Kentucky UEP – Applicant Pre-Enrollment



- Platform is driven by "Service Code" technology
  - Simpler, faster and more accurate
  - Represents ORI, volunteer status, fees and processing route in one unique, non-sequential code

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# Kentucky UEP – Applicant Pre-Enrollment

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English ▾

Service Code – Service Name

❮ Back to Home

**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.

☑ **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

📅 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a retake.

- Applicants will be presented with options for scheduling an appointment, locating an enrollment center, and out of state printing.

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# Kentucky UEP – Applicant Pre-Enrollment



- After completing entry of biographical information, applicants will be directed to the Location Selection
  - Location Selection displays sites by city or zip code
    - Provides links to online maps
  - Shows number of appointments available at each location

# Kentucky UEP – Applicant Pre-Enrollment



- Once an appointment is created, the applicant will see the Service Summary, which includes:
  - Registration Details
  - Payment Information
  - Address of IdentoGO Center
  - ID and Documents Required
  - Links to an online map
- The Service Summary is also sent to the applicant's e-mail if one was provided during registration.
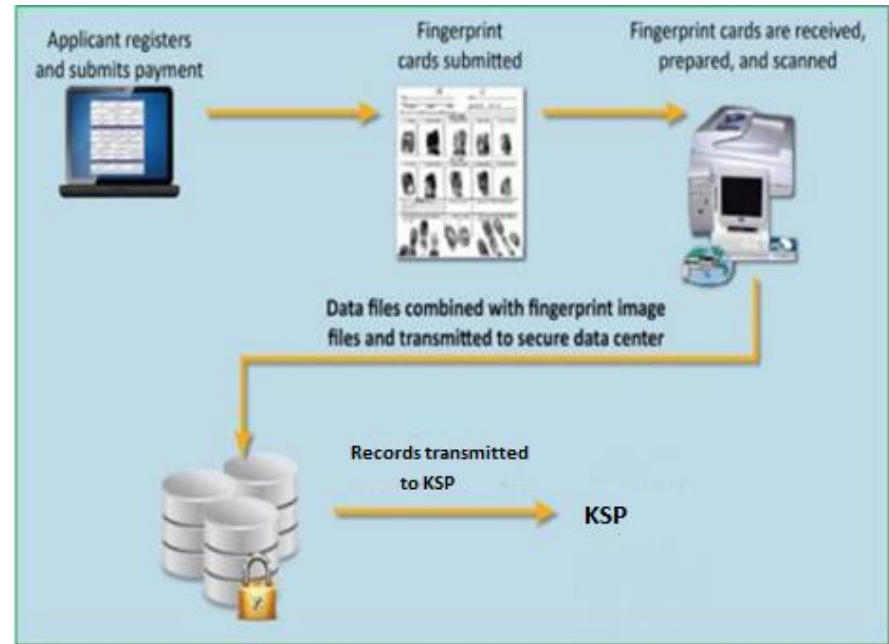
# Kentucky UEP – Non-Resident Registration

- Non-Resident Fingerprinting Options are available for applicants who do not live in Kentucky and/or are not able to travel to a Kentucky fingerprinting location. During registration, applicants will have the ability to select from additional options.
  - Cardscan Conversion
  - Out of State Livescan

# Kentucky UEP – Non-Resident Registration

## Cardscan Conversion

- Applicants who are unable to complete prints at a livescan workstation must obtains hard cards of their fingerprints using the instructions provided when registering
- Hard cards are digitalized and submitted to State AFIS just like Livescan submissions
- Proven centralized Cardscan Center converts and digitally submits more than 100,000 cards annually
- Employs FBI-certified Card Scanning workstations
- Cardscan submissions require pre-enrollment to improve tracking and payment management

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# Kentucky UEP – Non-Resident Registration

## UEP Out of State Livescan

- **UEP Out of State Service Benefits:**
  - Faster Processing time – No more waiting for mailings and hard card scanning.
  - Clear Instructions – Specific instructions and can locate their closest out of state UEP center. No more applicant confusion on where to get hard cards.
  - Less Paperwork – No mailings, no extra forms.
  - Receipts – Applicants are provided same receipt formats at all IdentoGo centers. These receipts include tracking information and other important items.
  - Identification  – Same standard Identification Requirements at all UEP workstations. Cardscan submissions do not require identification.
  - Improved print quality – Livescan submissions generally have a lower fingerprint quality rejection rate than hard card scanned submissions. Less rejections means less time spent by applicant getting reprints.
- UEP Out of State Service Fee – there is an additional fee applied for applicants utilizing livescan devices outside of Kentucky, paid directly by applicant at location.
- Out of State Service is completely optional. Use of Cardscan allowed in all cases, at basic/current fees.

Prefer to visit an IdentoGO Enrollment Center in-person? We have locations nationwide, ready to complete your biometric enrollment. Select 'Yes' below to search for the location nearest you. You will still have the option to complete your pre-enrollment and mail your fingerprint card to it.

\* Would you like to locate the IdentoGO Enrollment Center nearest you? This will not interrupt your current progress.

Yes     No

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# Kentucky UEP – Applicant Livescan Enrollment



Workstation Features
- Identity and data validation
- Multi-modal Biometric capture
- Onsite credit card or money order processing
- Electronic signature collection
- Physical receipt for every applicant

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# Kentucky UEP – Applicant Livescan Enrollment



- Appointments will be shown on the workstation screen, and require the birthday that was used during registration to begin the enrollment.

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# Kentucky UEP – Applicant Livescan Enrollment



- After confirming applicant information, the workstation will require the applicant to present a valid ID from the list previously provided to verify identity.  The ID must then be authenticated using the B5000 to move forward with the enrollment.

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# Kentucky UEP – Applicant Livescan Enrollment
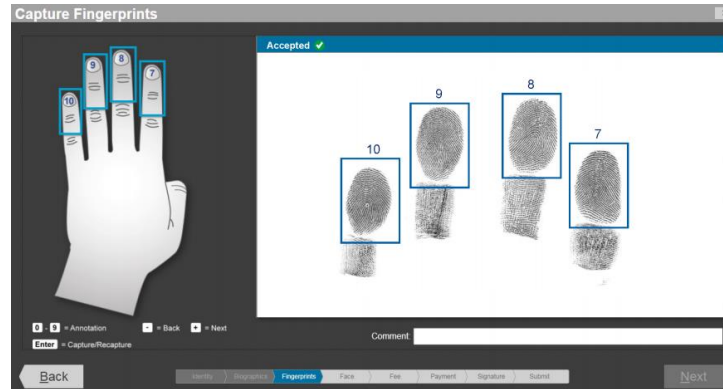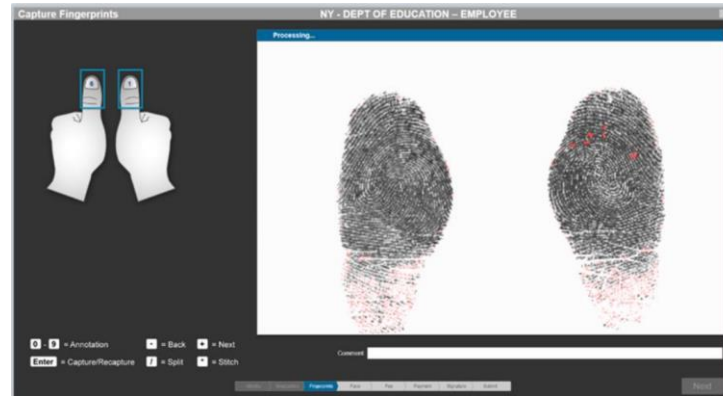


- Once identification verification is complete, the enrollment agent will complete the applicant fingerprinting process.

# Kentucky UEP – Applicant Livescan Enrollment



- When complete with the enrollment, the workstation automatically prints a receipt with the following information:
  - Enrollment Location
  - Service Date
  - Unique Service ID (UE ID)
  - Service Rendered
  - Payment Methods
  - Customer Signature
  - Link to Self-Service Status Check

# Kentucky UEP – Upcoming Communications

- **Week of June 1ˢᵗ – Authorized User & Background Check Result Viewing**

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