

Kentucky Applicant Processing

Upcoming Enrollment Services Information

New Items For Review:


- Applicant Pre-Enrollment
- Non-Resident Registration
- Livescan Enrollment Process



Kentucky UEP – Applicant Pre-Enrollment

- Idemia will provide Kentucky Agencies with a 6 character alphanumeric 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.

IdentoGO
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.

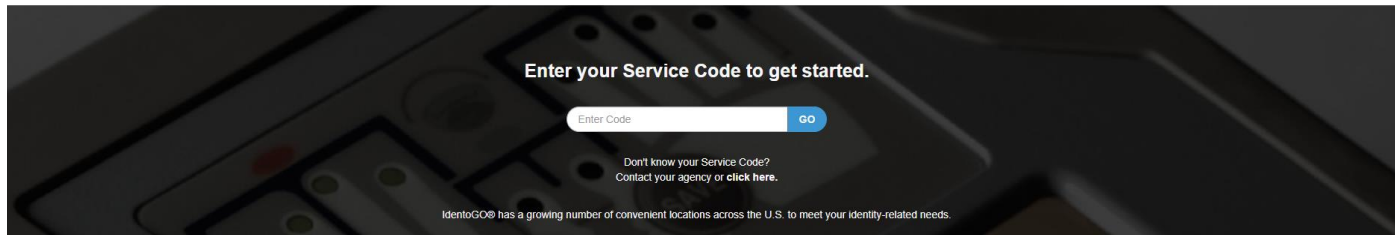
Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.



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.

IdentoGO



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



Kentucky UEP – Applicant Pre-Enrollment

IdentoGO

English

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.



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.

- 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



Proprietary and Confidential, May 2020

IdentoGO[®]
By IDEMIA

Kentucky UEP – Applicant Pre-Enrollment

IdentoGO

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 caribbean 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.



Proprietary and Confidential, May 2020

IdentoGO[®]
By IDEMIA

Kentucky UEP – Applicant Pre-Enrollment

The screenshot shows the IdentoGO application interface for the 'Location' step of the pre-enrollment process. The header includes the IdentoGO logo and a language dropdown set to 'English'. A progress bar at the top indicates the current step is 'Location', with previous steps being 'Address', 'Designated Recipient', and 'Documents', and the next step being 'Date and Time'. Below the progress bar, there is a search area with instructions: '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.' A red note states: 'Note: Your registration is not yet complete. You must select a location, as well as a datetime on the following pages prior to receiving your appointment confirmation.' Below this is a search input field with a 'Use My Location' button and a 'Search' button. To the right, there is a 'Number of Results' dropdown set to '5'. Below the search area is a table of results:

Location	Address	Next 7 Days	Distance
> Any City, Any State	Sample Address	150 appointments available	0.41 mi
> Any City, Any State	Sample Address	1401 appointments available	4.2 mi
> Any City, Any State	Sample Address	664 appointments available	8.95 mi
> Any City, Any State	Sample Address	278 appointments available	13 mi
> Any City, Any State	Sample Address	140 appointments available	16.34 mi

At the bottom of the form, there are 'Cancel' and 'Next' buttons, along with a 'Back' button.

- 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

Service Summary

Service Code – Service Name [Print Status](#)


Status as of 3/7/2018

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date:	Date pre-enrollment updated:
UE ID:	Sample UE ID
Applicant:	Applicant Name
Service:	Service Code – Agency Name
Estimated Amount Due:	Estimated Amount Due

Note: Estimated Amount Due is an estimated total, based on selected services and the scheduled appointment time and location. If paying by business check or money order at the scheduled appointment time and location, the total above accurately reflects the Amount Due. This total does not include any credit card convenience fees, charged to applicable state law if enrolling outside the state of Texas, or additional purchases made during the appointment. If you have additional questions about the total amount due, please call our Customer Service team at 855-843-7434.

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card 

Credit Card payments may be subject to a service fee of up to 2.1%.

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.
1. Passport Book or Card

Service Code – Service Name

Appointment City:	Appointment Time:
Sample Address: Sample City, State, Zip Code	Appointment Date and Appointment Time

[View Map](#)

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

- 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

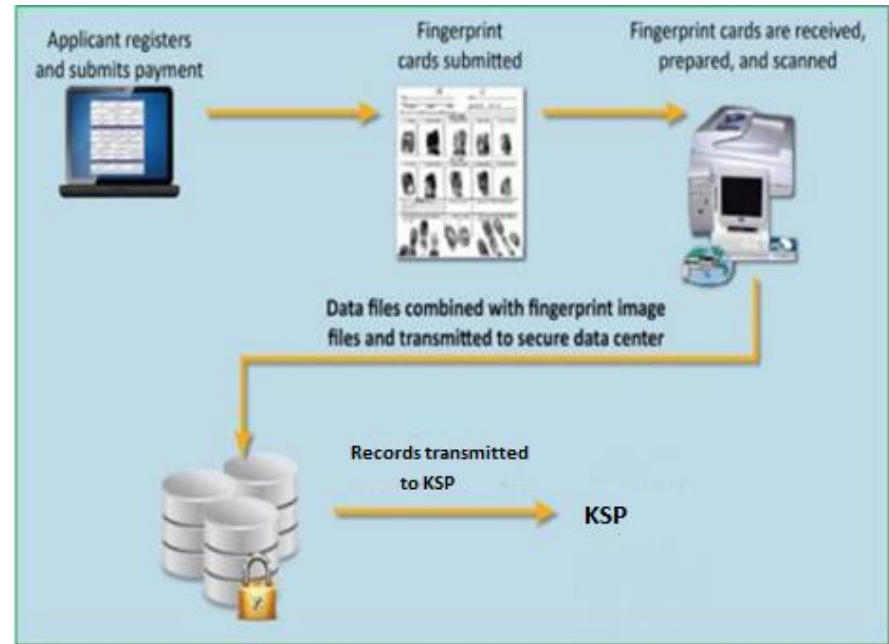
- Non-Resident Fingerprinting Options are available for applicants who do not live in Kentucky and/or are not able to travel to a Kentucky fingerprinting location. During registration, applicants will have the ability to select from additional options.
 - Cardscan Conversion
 - Out of State Livescan



Kentucky UEP – Non-Resident Registration

Cardscan Conversion

- Applicants who are unable to complete prints at a livescan workstation must obtain 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



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



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



Kentucky UEP – Applicant Livescan Enrollment

The screenshot displays the IdentoGO application interface for a workstation. The window title is "Service Location: White Plains (131)". The interface is divided into several sections:

- Search:** A sidebar on the left contains search criteria fields: "Search Method" (set to "Email"), "Date of Birth", and "Email" (containing "donrosszx@gmail.com"). There are "Search" and "Clear" buttons at the bottom.
- Search Results:** A table on the right displays the search results. The table has columns for "Last Name", "First Name", "M", "Program Service", and "Appointment". The results show a single entry for "BOSS DONALD J" with "New" for Program Service and "Wait In" for Appointment. A "Next" button is visible to the right of the first row.
- Message Center:** A section below the search sidebar, currently empty.
- Footer:** An "Admin" button is located at the bottom center. The bottom status bar includes the "SAFTLAN" logo, the version "Version: 2.54.0.26", and the date/time "CN 04/05/2017@10:42 AM".

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



Kentucky UEP – Applicant Livescan Enrollment

Prove Identity NY - DEPT OF EDUCATION – EMPLOYEE

Determine Documents

*Document
e or outlying possession of the U.S.

*Does the name you are enrolling under match on all documents provided?
 Yes No

Note: You must provide additional documentation proving how the name you are enrolling under became different than your full legal name on your documents.

*Will you be able to prove how the name you are enrolling under became different from your full legal name on your document(s) with only one additional document?
 Yes No

Required Identity Documents:

- * Driver's License issued by a State or outlying possession of the U.S.
- * Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)

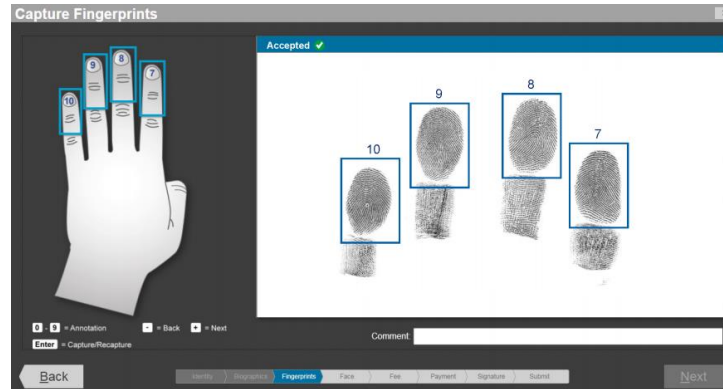
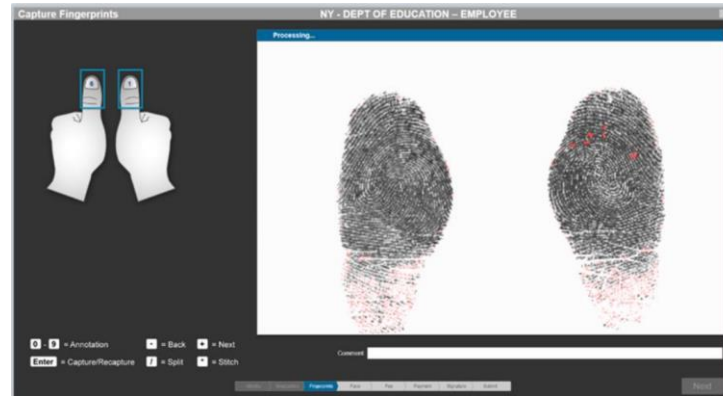
Optional Identity Documents:

Back Identify Registration Programs Face Fee Parent Signature Submit Next

- 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.



Kentucky UEP – Applicant Livescan Enrollment



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



Kentucky UEP – Applicant Livescan Enrollment

IdentoGO Center
441 S LongName Blvd
CityName, ST 10111

IdentoGO

Date: 02/07/2015@11:15 AM
Customer: JOHN S. SMITH
UE ID: U11F-103H6F

110B91 - Enrollment Service	\$39.95
Subtotal:	\$49.95
Tax	1.24
Credit Card Service Fee:	0.52
Total:	\$51.71
Auth Code	\$10.00
CARD (1111)	\$41.71
Auth Number:	123ABC
Amount Paid:	\$51.71

I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

John Hancock

Signature

The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your results will not be available through IdentoGO.

- 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**

