



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: 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 2: 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