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|  |  **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 [ ]  Male [ ]  Female [ ]  Unknown | 5. HEIGHT (FEET / INCHES) | 6. WEIGHT (POUNDS) |
| 7. RACE [ ]  American Indian [ ]  Asian [ ]  Black [ ]  White [ ]  Unknown | 8. HAIR COLOR [ ]  Bald [ ]  Red [ ]  Black [ ]  Sandy [ ]  Blonde [ ]  White [ ]  Brown [ ]  Unknown [ ]  Gray | 9. EYE COLOR[ ]  Black [ ]  Hazel[ ]  Blue [ ]  Maroon[ ]  Brown [ ]  Multicolor[ ]  Gray [ ]  Pink[ ]  Green [ ]  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> |