



## Instructions for Identogo Fingerprinting

**Please let the Recreation Dept. know if you are getting fingerprints done, and forward us your TCN #, your appointment date, and your date of birth so we can retrieve the results.**

**Results will be deleted after 3 months at Identogo. We can't look for your results if we don't know this information.**

**Go to website: [uenroll.identogo.com](https://uenroll.identogo.com)**

**\*The page will ask you "Your Service Code" which is 2F1BF3".**

**\*The next page will say "Schedule or Manage Appointment". Click on this.**

**\*\* Please make certain when it asks for employer, please list Long Hill Township and NOT your personal employer.**

**\*The next several pages will have you put in your personal information.**

**\*Follow prompts until you reach a page that asks for Agency Identifiers.**

**\*It will ask you for the Contributor Case Number- The answer is "Employer".**

**\*Continue to follow the prompts.**

**\*The closest site is in Springfield, NJ located at 901 Mountain Ave.**

**\*Click on this site and you will be prompted to select day and time.**

**\*If you have been told your expenses will be reimbursed, please save your receipt, and turn it into the Recreation Dept. for reimbursement.**