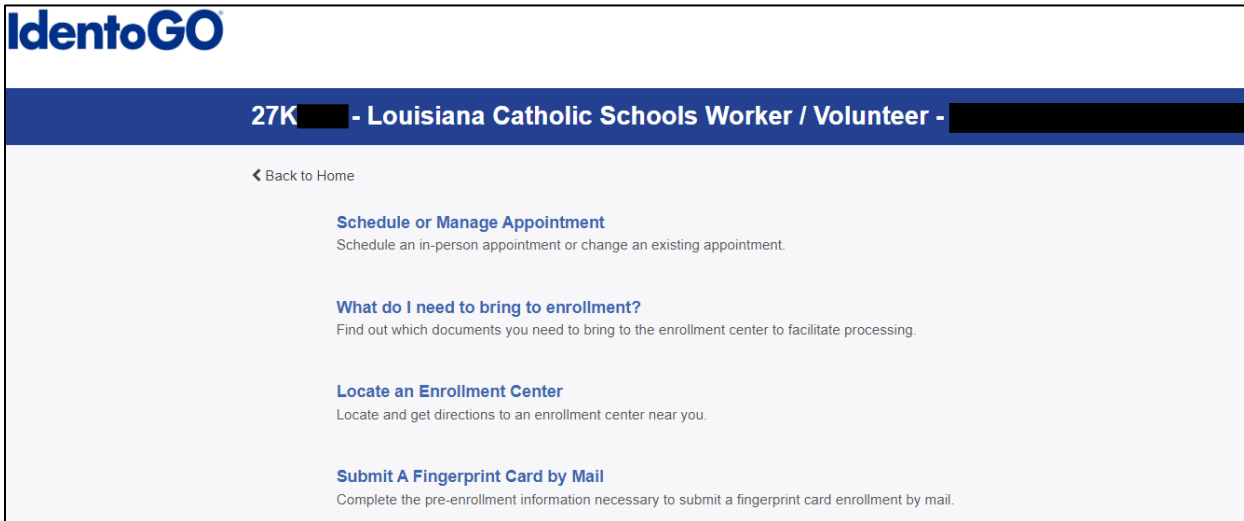
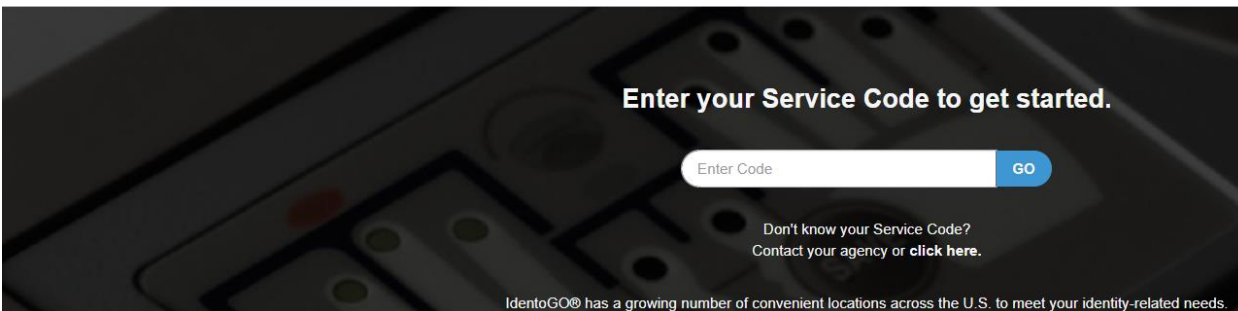


# IdentoGO Appointment Scheduling

1. Appointment scheduling is designed to be completed by the applicant however, an agency representative can schedule or assist with scheduling if needed.
2. Visit <https://uenroll.identogo.com/> to begin the scheduling process.
3. Select, "Schedule or manage appointment"



4. Enter the six digit service code provided by your agency.



5. On the next page, enter the requested information. It is important that the information entered matched the form of ID that will be presented at the time of the finger print appointment.

Name / Method of Contact     UE ID / Date of Birth

**Notes:**

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

**Legal Name**

\* First Name

\* Middle Name (or NMN if no middle name)

\* Last Name

Suffix

**Date of Birth**

\* Date of Birth

\* Confirm Date of Birth

- If provided, enter the second code your agency provided. This code should begin with LA and contains nine characters. (Example – LAAWA0000)

## 27K [REDACTED] - Louisiana Catholic Schools Worker / Volunteer - [REDACTED]



Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

### Enter your ORI (LA\*\*\*\*\*)

\* Originating Agency Number

Q Search

- Once entered, verify that the agency name is correct.

### Enter your ORI (LA\*\*\*\*\*)

\* Originating Agency Number

Q Search

ID

Name

LAAWA [REDACTED]

[REDACTED]

- Continue through five more screens and enter the requested information.

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

### Citizenship

\* Country of Birth

\* Country of Citizenship

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

\* Have you ever used an alias?

 Yes  No

\* Is your mailing address the same as your residential address?

 Yes  No

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

## Personal Information

US  Metric

\* Height  ft  in

\* Weight  lbs

\* Hair Color

\* Eye Color

\* Preferred Language (Receipts & other communication)

\* Gender

\* Race

## Mailing Address

\* Country

\* Address Line 1

Address Line 2

\* City

\* State/Province

\* Postal Code

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

## Documents

\* Document

\* Does the name you are enrolling under match the name on all documents selected?

Yes  No

9. Enter your zip code (or the zip code of the location of where you would like to be printed) to show the five closest print sites. (the Use My Location) option is also available.

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.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results:

Use My Location

• All Locations will be closed on the birthday of Martin Luther King Jr., Mon, 15 Jan 2024, unless otherwise indicated

Location	Address	Next 7 Days	Distance
> Baton Rouge, LA	3024 Westfork Dr	182 appointments available	1.11 mi
> Baton Rouge, LA	6555 Siegen Ln	84 appointments available	2.72 mi
> Baton Rouge, LA	7919 Independence Blvd	48 appointments available	4.51 mi
> Port Allen, LA	850 8th St	101 appointments available	10.64 mi
> Geismar, LA	13011 Hwy 73	208 appointments available	11.92 mi

10. Select a location and hit next. On the next page select the date and time you would like to schedule your appointment.

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Tuesday, Jan 9th

Select Time

09:20 AM

Location Details:

IdentoGO  
3024 Westfork Dr  
Ste B  
Baton Rouge, LA 70816-2252

Cancel

Back

Submit

11. The confirmation page will summarize the details and provide the estimated payment amount. (Payment is due at the time of service and cannot be paid online.)

Louisiana Retail Services

Current Service:

27K - Louisiana Catholic Schools Worker / Volunteer -

Print Status

Status as of 01/08/2024

Pre-Enrolled  
You have successfully pre-enrolled.

Service Details:

Date: 01/08/2024  
UE ID: UZ7S-55SG57  
Facility: LAAWA  
Service: 27K - Catholic Schools Worker / Volunteer -  
Estimated Amount Due: \$55.75

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Card holder must be present at the time of payment.  
Cash will not be accepted.

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. Driver's License issued by a State or outlying possession of the U.S.

All ID Documents must be the originals. Copies will not be accepted.

27K - Louisiana Catholic Schools Worker / Volunteer - Appointment Details:

Baton Rouge, LA Appointment Time:  
IdentoGO 01/09/2024 @ 9:20 AM  
3024 Westfork Dr  
Ste B Baton Rouge, LA 70816-2252  
View Map

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

Cancel Appointment

Reschedule Appointment

Done

12. The applicant will receive an email with the confirmation page.

Reply Reply All Forward IM  
Mon 1/8/2024 2:16 PM

no-reply@uemail.identogo.com

IdentoGO Service Confirmation - 27K - Louisiana Catholic Schools Worker / Volunteer -  
fo

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.



Status as of 01/08/24

Pre-Enrolled  
You have successfully pre-enrolled.

[Click here to check your status](#)

**Service Details:**

Customer:	
UE ID:	UZ7S-S5SG57
Service:	27K - Catholic Schools Worker / Volunteer -
Time:	1/9/2024 @ 09:20 AM (CST)
Location:	IdentoGO 3024 Westfork Dr Ste B Baton Rouge, LA 70816-2252

**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. Driver's License issued by a State or outlying possession of the U.S.

All ID Documents must be the originals. Copies will not be accepted.

13. The enrollment is completed and the applicant just needs to bring the ID indicated previously and a form of payment to the appointment.