IdentoGO®

Instructions for Fingerprinting
South Carolina Child Care Employees/Volunteers

Fingerprinting is by Registration only

Follow the simple steps outlined below to complete the fingerprinting registration process:

1. Using your computer web browser, go to **_https://sc.state.identogo.com/_.**
2. Once on the IdentoGO landing page please use the option to **Search for Services by State** and select the State of **South Carolina**
3. Select the option for **Digital Fingerprinting**
4. Select **Schedule a New Appointment**
5. On the **Service Code** entry screen, use the guide below to data enter the correct **Service Code** for the Fingerprint Reason that your State Agency has instructed you to use. If you do not know your service code, please contact your licensing specialist.
   - DSS CHILD CARE – EMPLOYEE = Service Code: **_____**
   - DSS CHILD CARE – VOLUNTEER = Service Code: **_____**
6. On the next screen, you will be asked to input your OCA. Please enter the OCA number assigned to your facility/ agency as shown below.
   - OCA (CC Number): **_____**
   - Facility Name: **_____**
7. On the next screen, you will be asked to choose the IdentoGO Fingerprinting Location by either entering the Applicants Home Zip Code OR by choosing a Region from the drop down menu. You will then need to select an available date and time for the fingerprinting Appointment.
8. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "**Send Information**"
9. In the event your Fingerprint Reason requires you to provide Payment for fingerprinting the next screen will prompt you to declare your Payment Method.
10. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
11. Bring **one** of the following with you to your fingerprinting appointment: **Valid Driver License, Valid State Issued Identification Card, or Valid Passport**.
12. Arrive at the IdentoGO Enrollment Center at your appointed date and time. The Enrollment Agent at the site will check your Valid Photo ID, verify your demographic information with you, capture your fingerprints, and then submit your data in real time to the South Carolina Law Enforcement Division (SLED) for processing. The Fingerprinting Enrollment Center process normally takes less than five minutes.
13. **All results will be processed by SLED and the FBI with the end results being submitted to South Carolina Department of Social Services as the Official Requesting Agency. Please note IdentoGO is never in possession of fingerprinting results.**

If you do not have access to the internet, you may call us toll-free at (866) 254-2366 to schedule an appointment.

You will be required to provide the Service Code data above in order to schedule an appointment.