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## Fingerprinting Instructions

### The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
  - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6NZ>
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - If you prefer to schedule over the telephone, you must:
    - a. Have your Service Code ready (**11G6NZ**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G6NZ**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
  - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:  
<http://www.tnrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6NZ> and then;
  - Click "**Check Status**"

### Important Information

1. Fingerprints that an applicant or licensee may have submitted for any other reason, such as previous employment or for a different state issued license, will not be acceptable for Manufactured Housing Division licensure.
2. Fingerprinting results are received by the Manufactured Housing Division typically 3-5 days after the appointment.
3. Occasionally fingerprints may be unreadable. If this should occur, the applicant will be contacted by MorphoTrust to schedule a time to be reprinted at no additional cost. Reprints cannot be scheduled online. If prints are unreadable a second time, a Manufactured Housing Division staff person will initiate a name search through the FBI.