

## Scheduling an Appointment for Applicant Fingerprints

1. Access the website at <https://uenroll.identogo.com/> Enter the following service code: 11F6FB
2. Select an Option: Schedule or Manage Appointment
1. Enter the personal information in the fields provided. Essential Info, Citizenship, Personal Questions.  
Note: Items of required information are marked by a \* (red asterisk). While not a required field, select the email portion and identify email as the primary contact and enter monroes@co.grayson.tx.us so that Grayson County will receive a system generated notice of the confirmation of the appointment AND a receipt following the appointment.
2. Enter Zip Code or you can use your location to determine the closest fingerprinting locations.
3. Find the closest or preferred appointment location and then click “Next”.
4. Select the appointment date and time in the drop-down field and click on the time and then “Next Step”
5. If you would like your own email confirming your appointment from noreply@fingerprint.com (MorphoTrust USA), please send a note to monroes@co.grayson.tx.us.
6. Print a copy of the registration information page. If you are unable to print the page, be sure to write down the appointment information as well as the UE ID number on the form (under service details) – also known as the UZT number - on the page.
7. Make the fingerprint appointment, **NOTE:** Please provide details of the appointment (your name, DOB, and date of appointment) to Training Coordinator: Sean Monroe via email (monroes@co.grayson.tx.us). There is a \$10 fee for the fingerprint appointment.

**NOTE:** Be sure to bring a photo ID to the appointment. A photo will be taken for the State of Texas record, so please dress appropriately. To cancel or reschedule the appointment, contact MorphoTrust USA Services at (888) 467-2080 with your registration number (RegID number on the registration page form you should have printed at the time of registration).