

HOW IT WORKS:

IDEMIA/IdentoGO Fingerprinting

Wondering how IDEMIA/IdentoGO's fingerprinting and photo service works? Read our overview below and if you have questions, please do not hesitate to contact us:

651-454-2732 | gethired@lifeworks.org



1

Lifeworks completes a background study request in NETStudy 2.0 and sends the employee a payment authorization code to cover the fingerprinting processing fee.



2

The employee receives an email from IDEMIA/IdentoGO with instructions on how to complete the pre-enrollment process.



3

The employee completes the online pre-enrollment.



4

The employee brings the payment authorization code to cover the fingerprinting processing fee along with acceptable forms of identification to their scheduled appointment at an IDEMIA/IdentoGO location.



5

The fingerprint technician verifies the employee's identity, date of birth, and validates the employee's identification documents.



6

The fingerprint technician takes the employee's fingerprints and photograph.



7

The employee provides the payment authorization code given to them by Lifeworks and the employee receives a receipt.



8

The employee signs an acknowledgment that their fingerprints will be used for state and federal criminal history checks.

Source: Minnesota Department of Human Services, "Fingerprint Vendor Transition Guide for Entities," September 2021, page 3.

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