

Digital Fingerprinting Instructions

IMPORTANT:

Please complete the request within twenty-four hours of receipt. The registration process takes only ten minutes to complete. Please notify Ramon E. Hernandez via email at ramhernandez@epcounty.com when registration is finalized, to include the date and time of the scheduled appointment. Below is the contact information. If you should have any questions; please do not hesitate to contact Ramon E. Hernandez.

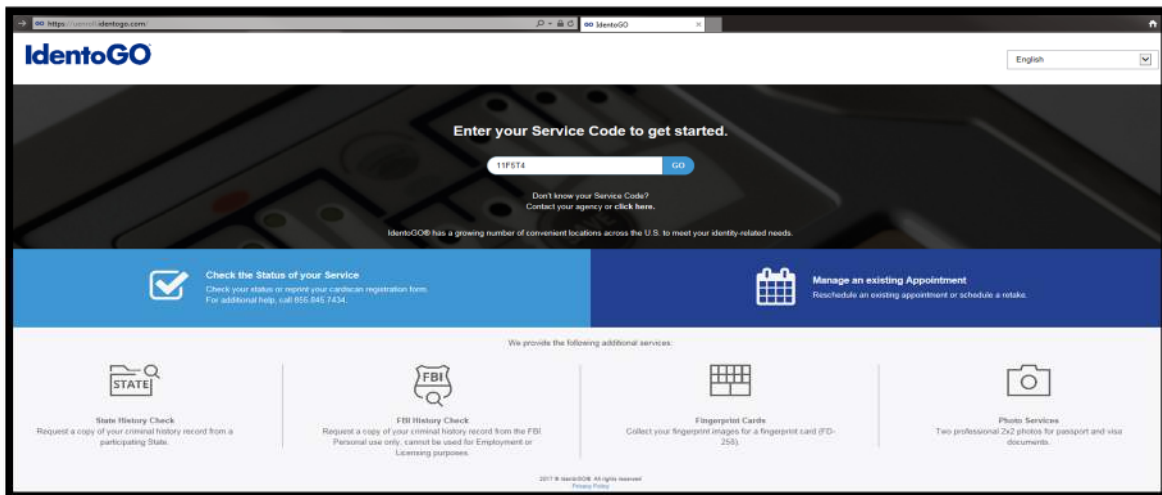
Ramon E. Hernandez

Records Supervisor

El Paso County Juvenile Probation Department

Phone #: 915-849-2687 | E-mail: ramhernandez@epcounty.com

1. Please go to the following website: <https://uenroll.identogo.com>

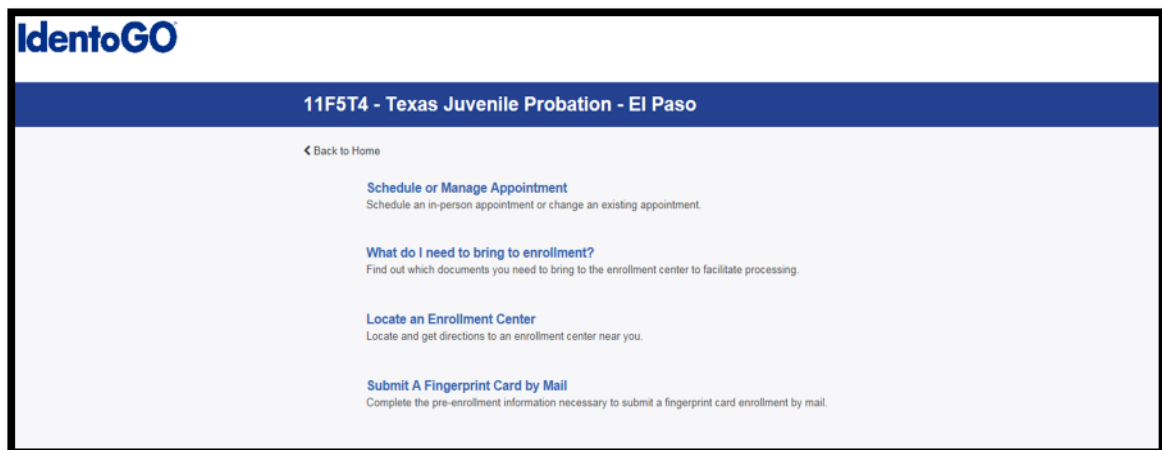


2. Enter the following service code: **11F5T4**

Enter your Service Code to get started. **11F5T4**

3. Click on, “GO” after entering the service code.

4. Select the following option: **Schedule or Manage Appointment**



5. Please enter personal identifiers under the “**Essential Information**” section, and once completed; please go to the next step.

NOTE: The applicant’s legal name must match exactly on all identification documents brought to enrollment.

The screenshot shows the 'Essential Info' step of a registration process. The header includes the 'IdentoGO' logo and a language dropdown set to 'English'. The page title is '11F5T4 - Texas Juvenile Probation - El Paso'. A progress bar at the top indicates the current step is 'Essential Info', followed by 'Citizenship', 'Personal Questions', 'Personal Info', and 'Address'. Below the progress bar, a note states: 'Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click "Next" to check the status of your service or "Cancel" to exit.' Two radio buttons are present: 'Name / Method of Contact' (selected) and 'UE ID / Date of Birth'. A green 'Notes' box contains the following text: '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.' The 'Legal Name' section includes fields for 'First Name' (containing 'John'), 'Middle Name (or NMN if no middle name)' (containing 'Doe'), 'Last Name' (containing 'Doe'), and a 'Suffix' dropdown menu (set to '-- Choose One --'). The 'Date of Birth' section includes a 'Date of Birth' field (containing '01/01/1981') and a 'Confirm Date of Birth' field (containing '01/01/1981').

6. Please enter “**Citizenship**” information and once completed; please go to the next step.

The screenshot shows the 'Citizenship' step of the registration process. The header and progress bar are identical to the previous page, with 'Citizenship' now being the active step. The instruction text reads: 'Please enter your information below. Then click "Next" to continue or "Cancel" to exit.' The 'Citizenship' section includes a 'Country of Birth' dropdown menu (set to '-- Choose One --'), a 'City of Birth' text field, and a 'Country of Citizenship' dropdown menu (set to '-- Choose One --'). At the bottom of the form, there are three buttons: a red 'Cancel' button, a grey '< Back' button, and a blue 'Next >' button.

7. Please answer the questions under the **“Personal Questions”** section, and once completed; please go to the next step.

NOTE: There is no Authorization Code (Coupon Code) that will be provided to the candidate as the candidate is responsible for paying the digital fingerprinting process.

The screenshot shows the IdentoGO interface for the '11F5T4 - Texas Juvenile Probation - El Paso' case. The 'Personal Questions' step is highlighted in the progress bar. Below the progress bar, there are four questions with radio button options for 'Yes' and 'No':

- * Have you ever used a maiden/previous name?
- * Have you ever used an alias?
- * Is your mailing address the same as your residential address?
- * Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

A note below the last question states: 'NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.' At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

8. Please enter your information under the **“Personal Information”** section, and once completed; please go to the next step.

The screenshot shows the IdentoGO interface for the '11F5T4 - Texas Juvenile Probation - El Paso' case. The 'Personal Information' step is highlighted in the progress bar. Below the progress bar, there are fields for personal information:

- Units: ☒ US, ☐ Metric
- Height: ft, in
- Weight: lbs
- Hair Color: -- Choose One --
- Eye Color: -- Choose One --
- Preferred Language (Receipts & other communication): English
- Gender: -- Choose One --
- Race: -- Choose One --

At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

9. Please enter a valid mailing address under the **“Address”** section, and once completed; please go to the next step.

The screenshot shows the IdentoGO interface for the '11F5T4 - Texas Juvenile Probation - El Paso' case. The 'Address' step is highlighted in the progress bar. Below the progress bar, there are fields for mailing address information:

- * Country: -- Choose One --
- * Address Line 1:
- Address Line 2:
- * City:
- * Postal Code:

At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

10. Please select the required documents to bring to your enrollment, and once completed; please go to the next step.

NOTE: The applicant's legal name must match exactly on all identification documents brought to enrollment.

The screenshot shows the 'Documents' step of the enrollment process. The header indicates '11F5T4 - Texas Juvenile Probation - El Paso'. The progress bar shows steps: Personal Questions, Personal Info, Address, Documents (current), Location, and Date and Time. The instruction says: 'Please select the required documents to bring to your enrollment. Then click "Next" to continue or "Cancel" to exit.' There is a 'Documents' section with a dropdown menu labeled 'Document' and a 'Choose One' button. Below this is a question: 'Does the name you are enrolling under match the name on all documents selected?' with 'Yes' and 'No' radio buttons. At the bottom are 'Cancel', 'Back', and 'Next' buttons. A footer note says '2017 © IdentoGO. All rights reserved. Privacy Policy'.

11. Under the “**Location**” section; please enter the following zip code to determine the closest fingerprinting location: **79905** and click on **Search**.

El Paso, Texas currently has two operational locations:

- 7500 Viscount Blvd, Ste C-79, El Paso, Texas 79925
- 313 Bartlett Dr, El Paso, Texas 79912

NOTE: Out-of-town applicants who are in the state of Texas will enter their respective zip code to be routed to the nearest fingerprint location in Texas.

The screenshot shows the 'Location' step of the enrollment process. The header indicates '11F5T4 - Texas Juvenile Probation - El Paso'. The progress bar shows steps: Personal Questions, Personal Info, Address, Documents, Location (current), and Date and Time. The instruction says: '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.' There is a search bar with '79905' entered and a 'Search' button. Below the search bar is a table of results. The table has columns: Location, Address, Next 7 Days, and Distance. The results show five locations in El Paso, TX, and one in Van Horn, TX. A footer note says '2017 © IdentoGO. All rights reserved. Privacy Policy'.

Location	Address	Next 7 Days	Distance
> El Paso, TX	6600 Gateway Blvd E	0 appointments available	2.02 mi
> El Paso, TX	6606 Gateway Blvd E	0 appointments available	2.02 mi
> El Paso, TX	7500 Viscount Blvd	830 appointments available	2.31 mi
> El Paso, TX	313 Bartlett Dr	168 appointments available	9.92 mi
> Van Horn, TX	410 Crockett St	0 appointments available	105.4 mi

12. Please select the **first available date & time** to schedule the appointment, and click on submit. You have successfully pre-enrolled!

IdentoGO English

11F5T4 - Texas Juvenile Probation - El Paso

Personal Info Address Documents Location **Date and Time**

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.

* Required Fields

Appointment Date and Time (first available displayed by default)

Select Date Select Time

-- Choose One -- -- Choose One --

Location Details:

IdentoGO
7520 Viscount Blvd
Ste C-79
El Paso, TX 79925-6694

The Enrollment Center is located in the Courtyard Office Building located at the corner of Viscount Blvd and Westmoreland Dr. The building is adjacent to the Sun Metro Bus Terminal. Parking is available on the south side of the building off of Edison Way. Please enter through the south entrance sliding doors. Proceed almost to the end of the hall. The office is located on the right side of the hall.

Cancel Back Submit

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13. Next choose a payment method.

IdentoGO accepts the following methods of payment:

- Business Check
- Money Order
- Credit Card

You will be required to bring the following documents to your enrollment appointment:

- Copy of the pre-enrollment confirmation
- Supporting documents
- Payment

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