

# Big Fish Academy-Hendersonville

## Online Fingerprint Registration

1. There is no fee. The state pays for this service
2. Register at least 24 hours prior to your desired appointment time. (After registration, they will sometimes take walk-ins outside of the appointment time)
3. Go to <https://www.identogo.com>
4. Click on Get Fingerprinted
5. Select Tennessee
6. Select Digital Fingerprinting
7. Schedule a New Appointment
8. When is asks for service code hit the don't know your code button
9. Choose Department of Human Services
10. Choose Adult/Childcare Worker
11. At the questions
  - a. Have you received a print code from your agency
    - i. answer NO
  - b. Have you worked for a tennessee childcare employer in the last 180 days (6 months)?
    - i. Answer appropriately
12. Provider ID is 842247538
13. Provider Suffix 000
14. Hire date will be you accepted offer letter
15. Enter your SSN
16. Choose your county of Residence

Once fingerprinted, either bring the receipt they give you to the Big Fish Office or text to 423-400-1504, so it can be placed in your employment file. When that is complete, if you have lived in other states in the past 5 years we will email you those other state paperwork requirements. They will need to be returned to us ASAP