



# OAK HILL FIRE DEPARTMENT

TCESD#3

"To Preserve Life And Property"

## CRIMINAL BACKGROUND INSTRUCTIONS

### Step-by-Step Instructions:

1. **Go to the Official Identogo Website**  
Visit: <https://www.identogo.com>
2. **Begin the Process**
  - Click "Get Fingerprinted"
  - Select "Digital Fingerprinting"
  - Choose "Schedule or Manage Appointment"
3. **Enter Your Service Code**
  - When prompted, enter this **Service Code**:  
**11HRZF**
  - This code links your background check to Oak Hill EMS Academy and the correct agency requirements.
4. **Follow the Prompts to Schedule**
  - Enter your personal information
  - Choose a location convenient for you
  - Select a date and time for your appointment
5. **Bring Required Documents to Your Appointment**
  - A valid **government-issued photo ID** (e.g., driver's license or passport)
  - Any documents or confirmation forms emailed to you during the scheduling process
6. **Pay the Fee**
  - You will pay a fingerprinting fee (typically around **\$38.25**) at the time of registration or at your appointment.
7. **Submit Results**
  - Submit Results with your application

### Notes:

- You **must** use the Service Code **11HRZF** to ensure results are routed correctly.
- Do **not** delay. Fingerprinting can take time and must be turned in with your application.

For questions, contact: [✉ jandrade@oakhillfire.org](mailto:jandrade@oakhillfire.org)