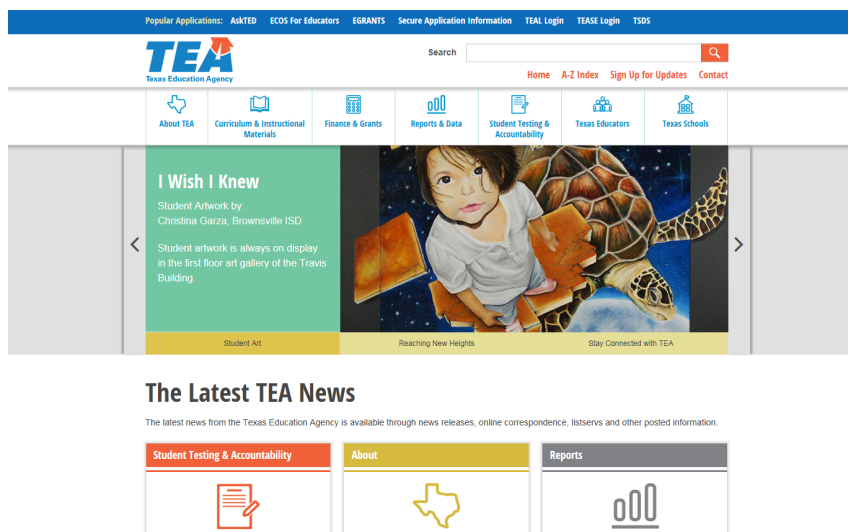


## Applying for Certification (Section I)

**NOTE:** Only complete the application for certification after you have passed all required certification exams, and have completed all program requirements. **DO NOT APPLY BEFORE YOUR FINAL SEMESTER AND DO NOT APPLY BEFORE YOU HAVE PASSED ALL YOUR EXAMS, EVEN IF YOU HAVE COMPLETED ALL PROGRAM REQUIREMENTS.**

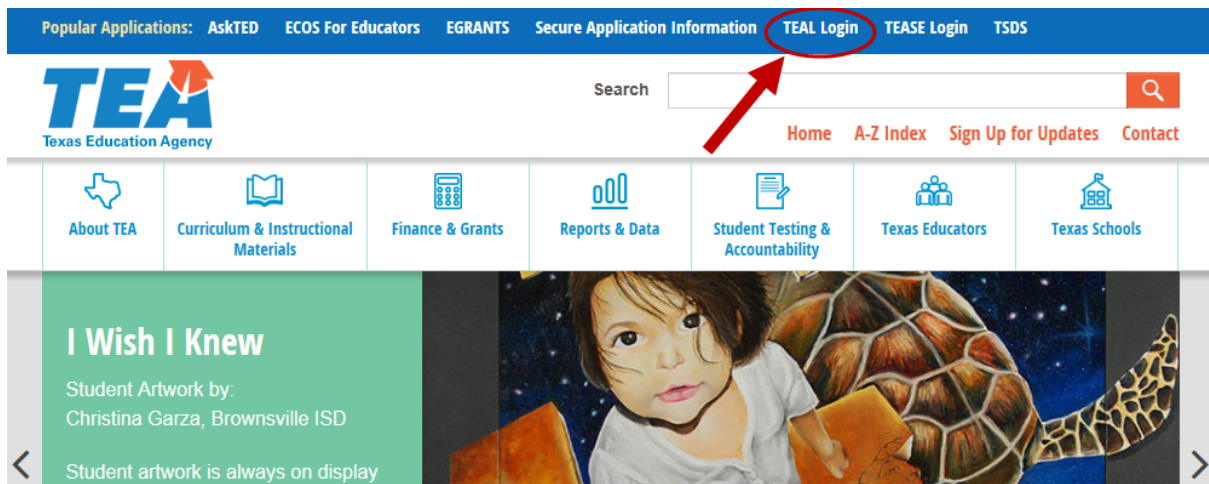
### STEP 1

Go to <http://tea.texas.gov>



### STEP 2

In the upper right hand corner, click on **TEAL Login** (Internet Explorer required). See circled area below.



### STEP 3

Enter your Username and Password and click the **Login** button. If you have forgotten your Username and/or Password, click the “**Forgot your password?**” or “**Forgot your username?**” link and enter the necessary information to access your account.



**TEXAS EDUCATION AGENCY**

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Login](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

[Online User Training](#)

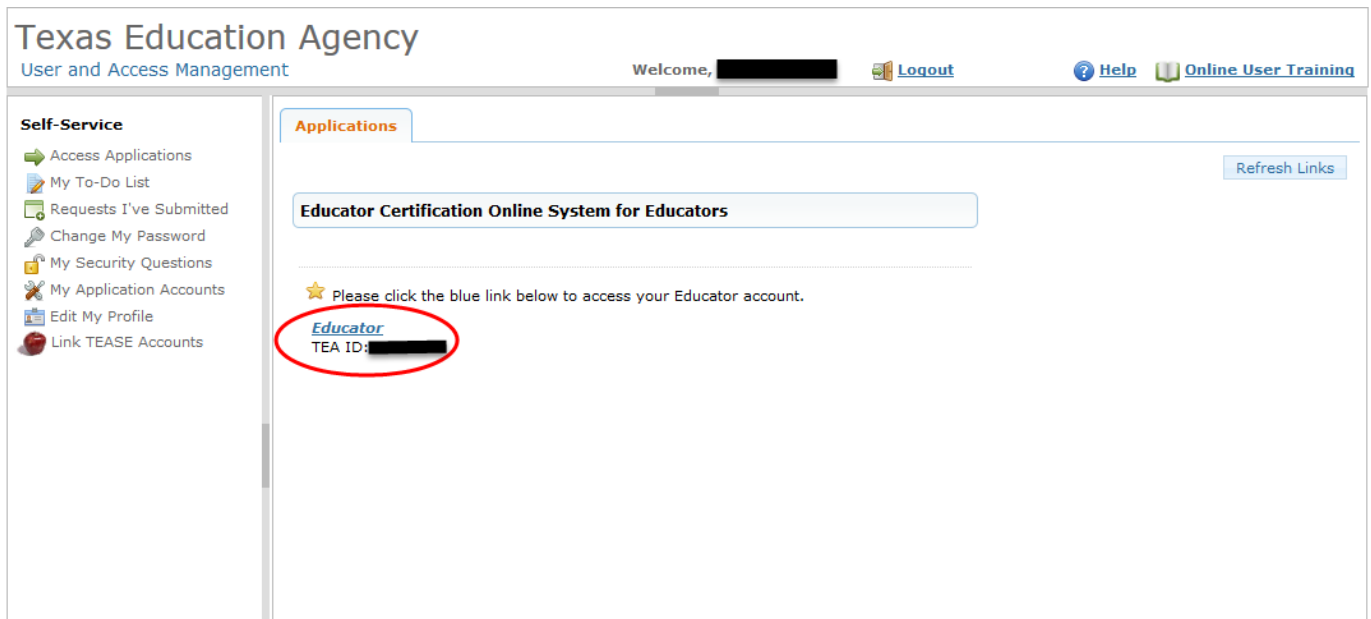
[Forgot your password?](#)  
[Forgot your username?](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)

### STEP 4

Once logged in, click on the underlined [Educator](#) link to access your educator profile. You will then be taken to the Blue ECOS screen where your demographic information will be displayed. Be sure to keep your information updated. After verifying your information, click **Continue**.



**Texas Education Agency**  
User and Access Management

Welcome, [redacted] [Logout](#) [Help](#) [Online User Training](#)

**Self-Service**

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

**Applications** [Refresh Links](#)

**Educator Certification Online System for Educators**

★ Please click the blue link below to access your Educator account.

[Educator](#)  
TEA ID: [redacted]

## STEP 5

On the left-hand side, click on the **Applications** tab.

Welcome, [redacted]  
TEA ID Number: [redacted]

Educator Main Menu

**What's Available Online?**

To apply for a certificate, click on "Applications" at the left and select the appropriate certificate type. After you have successfully applied for the appropriate certificate or service, click on the Application/Fee Status button in the menu options on the left side of this screen and then click on "Pay Online Now" to begin the online payment process.

TEA accepts Electronic Checks and Credit Cards for payment

## STEP 6

Select the **Standard Certificate Texas Program** option.

Educator Certification Online System

Welcome, [redacted]  
TEA ID Number: [redacted]

Educator Main Menu

**What's Available Online?**

To apply for a certificate, click on "Applications" at the left and select the type of certificate you are applying for. After you have successfully applied for the appropriate certificate or service, you can then pay online by clicking on the Application/Fee Status button in the menu options on the left side of this screen and then click on "Pay Online Now" to begin the online payment process.

TEA accepts Electronic Checks and Credit Cards for payment

Current Applications and other capabilities online are:

- Pay for services online using Credit Cards or an Electronic Check
- Probationary Certification
- Standard Certification
- Renew a Standard Certification

## STEP 7

Once you select the Standard Certificate Texas Program application option you will see a screen with important certification requirements. After reading this information, click **Apply for Certification**.

## STEP 8

### Affidavit Information

Read through the affidavit carefully. Once you are done select "Yes", that you understand and affirm the information you have provided is true. Continue to the next question.

#### Educator Application for Certification

##### Applicant's Affidavit:

"I, [redacted] do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Education Agency  
I do further hereby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency  
I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.  
The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.  
I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency if I am ordered to do so by the Texas Education Agency.  
I have read, understand and agree to adhere to the [educator's Code of Ethics](#).  
I have read, understand and agree to comply with the [standard certificate renewal requirements](#).  
I understand that a copy of this affidavit shall have the same force as the original. I have reviewed this application and I affirm that all of the information which I have provided on the application is true."

Yes

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?

Yes  No

Have you ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?

Yes  No

I request to be recommended by this Entity:

TEA no longer mails paper certificates. The representation of a person's certificate status as maintained on the agency's website is considered to be the official record of educator certification. This electronic representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" link (menu left-hand side).

Email and mailing addresses have been verified – (to update addresses, click on the link 'Change Address,' menu left-hand side)

## STEP 8: CONTINUED

You must answer the questions below the affidavit information regarding arrests and any previous teacher certification. After responding to these questions, continue to select your Recommending Entity.

### Educator Application for Certification

#### Applicant's Affidavit:

"I, [REDACTED] do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Education Agency  
I do further hereby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency  
I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.  
The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.  
I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency if I am ordered to do so by the Texas Education Agency.  
I have read, understand and agree to adhere to the [educator's Code of Ethics](#).  
I have read, understand and agree to comply with the [standard certificate renewal requirements](#).  
I understand that a copy of this affidavit shall have the same force as the original. I have reviewed this application and I affirm that all of the information which I have provided on the application is true."

Yes

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? 

Yes  No

Have you ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state? 

Yes  No

I request to be recommended by this Entity:

TEA no longer mails paper certificates. The representation of a person's certificate status as maintained on the agency's website is considered to be the official record of educator certification. This electronic representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" link (menu left-hand side).  
 Email and mailing addresses have been verified - (to update addresses, click on the link "Change Address," menu left-hand side)

Apply

## STEP 9

### Recommending Entity

Click the recommending entity drop down menu. The University of North Texas is listed twice.

See page 6 (below) for instructions on which entity to select based on your certification program.

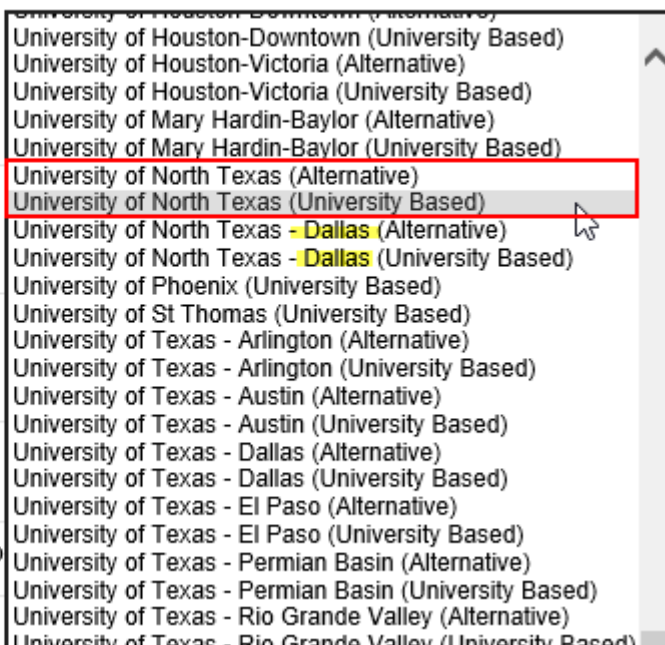
**DO NOT SELECT THE UNT-DALLAS CAMPUS OPTION.**

vided on the application is true."

r any other state?

I request to be recommended by this Entity:

ord of educator certification. This electronic rep  
menu left-hand side).



The screenshot shows a dropdown menu with the following options:

- University of Houston-Downtown (Alternative)
- University of Houston-Downtown (University Based)
- University of Houston-Victoria (Alternative)
- University of Houston-Victoria (University Based)
- University of Mary Hardin-Baylor (Alternative)
- University of Mary Hardin-Baylor (University Based)
- University of North Texas (Alternative)**
- University of North Texas (University Based)**
- University of North Texas - Dallas (Alternative)
- University of North Texas - Dallas (University Based)
- University of Phoenix (University Based)
- University of St Thomas (University Based)
- University of Texas - Arlington (Alternative)
- University of Texas - Arlington (University Based)
- University of Texas - Austin (Alternative)
- University of Texas - Austin (University Based)
- University of Texas - Dallas (Alternative)
- University of Texas - Dallas (University Based)
- University of Texas - El Paso (Alternative)
- University of Texas - El Paso (University Based)
- University of Texas - Permian Basin (Alternative)
- University of Texas - Permian Basin (University Based)
- University of Texas - Rio Grande Valley (Alternative)
- University of Texas - Rio Grande Valley (University Based)

## STEP 9: CONTINUED

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### IMPORTANT - Selecting a Recommending Entity

If you select the wrong recommending entity, your application will be removed, you will be required to submit a new application with the correct recommending entity, and you must complete a refund request through TEA for a refund of any paid fee(s) from the incorrect application.

**DO NOT SELECT THE UNT-DALLAS CAMPUS OPTION.**

#### Which Recommending Entity Do You Select:

A. If you completed your certification program (have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts) prior to August 31, 2017:

**Option 1: University of North Texas (University Based)**

Who uses Option 1: All undergraduate students; Post-baccalaureate Secondary Online; Post-baccalaureate Elementary (EC-6); Reading Specialist; Non-CPE Health Science (university credit courses); Non-CPE Trade & Industrial Education (university credit courses); Marketing Education; Technology Applications; Gifted and Talented: Principal; Superintendent; School Librarian; School Counselor; Educational Diagnostician

**Option 2: University of North Texas (Alternative)**

Who uses Option 2: IMPACT (Post-baccalaureate Special Education EC-12); Trade & Industrial Education CPE (non-university credit courses); Health Science CPE (non-university credit courses)

## OR

B. If you completed your certification program (have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts) after September 1, 2017:

(Degree-seeking status is based on your CURRENT Program/Plan status with the university.)

**Option 1: University of North Texas (University Based)**

Who uses Option 1: Any student seeking a degree while completing a certification program at UNT.

Example: If you are seeking a bachelor's, master's, or doctorate degree (initial or additional - does not need to relate to your certification program) while at UNT.

**Option 2: University of North Texas (Alternative)**

Who uses Option 2: Any student not seeking a degree while completing a certification program at UNT.

Example: If you were admitted to a UNT certification program with a prior bachelor's, master's, or doctorate degree and are *ONLY* taking certification courses.

## STEP 10

As of November 1, 2010, TEA no longer mails paper certificates. Once your certificate is available online you will be able to print your own copy. Select the check-box that you have read and understand the first statement in its entirety.

Select the check-box that your mailing and email addresses have been verified. Click **Apply** when finished.

I request to be recommended by this Entity:

TEA no longer mails paper certificates. The representation of a person's certificate status as maintained on the agency's website is considered to be the official record of educator certification. This electronic representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" link (menu left-hand side).

Email and mailing addresses have been verified – (to update addresses, click on the link "Change Address," menu left-hand side).

## STEP 11

You must verify the Recommending Entity you selected. Refer to **Step 9** to verify you have selected the correct Recommending Entity option. If you selected the correct option click **Continue**. If you did not select the correct option click **Re-Select** and repeat **Step 9** and **Step 10**.

**NOTE:** If you select the wrong recommending entity, your application will be removed, you will be required to submit a new application with the correct recommending entity, and you must complete a refund request through TEA for a refund of any paid fee(s) from the incorrect application.

**CHECK YOUR RESPONSE CAREFULLY. DO NOT APPLY TO UNT-DALLAS.**

**Important!**

It is critical to the application and recommendation process that you select your correct recommending entity. Selection of the incorrect entity will delay/prevent the processing of your application and the issuance of your certificate.

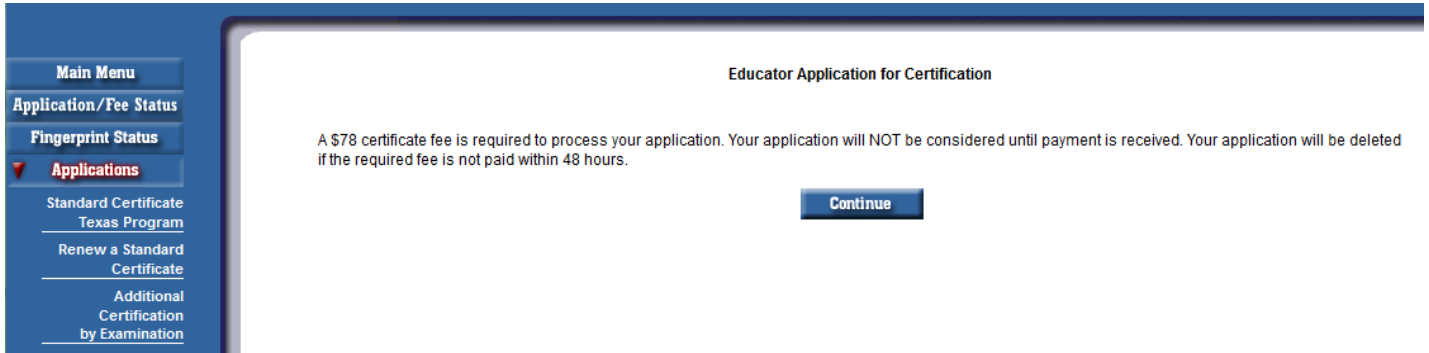
You have selected  as the entity that will recommend you to the TEA for certification.

If this is the correct entity, press "CONTINUE". If you selected the wrong entity, press "RE-SELECT" to select the correct recommending entity.

## STEP 12

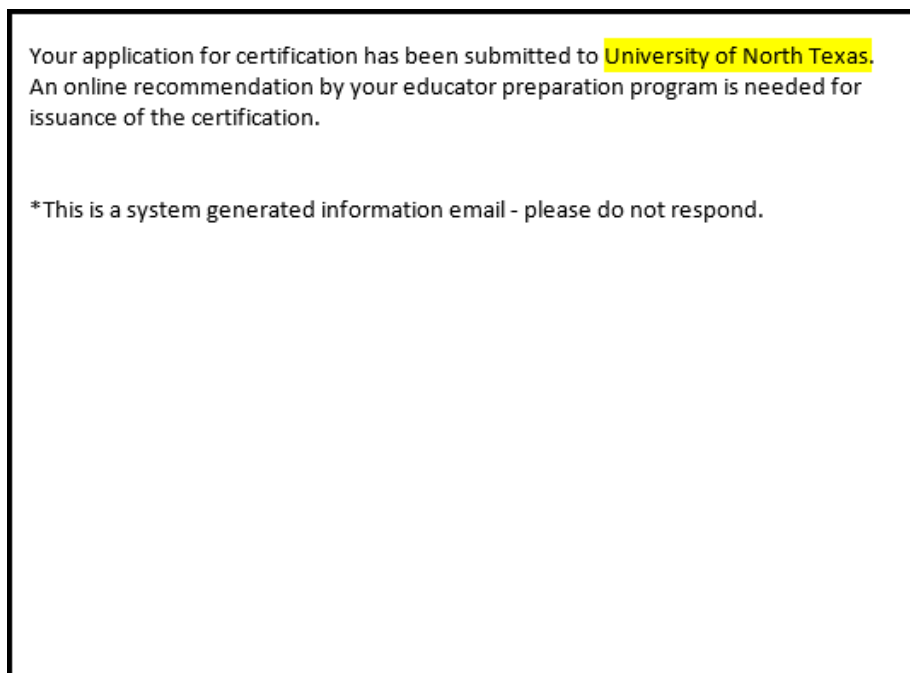
---

A fee information screen will show the cost of the application you have selected. Click **Continue**.



**\*NOTE:** Immediately following the submission of your application, you will receive a system-generated email from the Texas Education Agency (TEA) acknowledging your application. This email, and all correspondence from the TEA, will be sent to the email address you have on file with TEA. Therefore, it is important to use an email address that you check often. A sample of the email is below. **Pay close attention to the entity that your application was submitted to.** If you submitted an application to any other program besides the University of North Texas, then UNT did not receive your application.

**\*Below is a sample of the email confirmation you will receive from "TEA No Reply":**



## STEP 12 Continued

---

**\*\*\*If you do not see this screen in Step 12 initially, then the Exit Survey will appear instead and prompt you to complete it. Follow the directions above before moving on to Step 13.**

Once complete with the Exit Survey, go to your main home screen and select the **Application/Fee Status** link on the left menu. Then continue with Step #13 to pay for your certificate.

You will then be prompted to complete the Exit Survey. Remember, you should only be filling this survey out if you have already completed your Clinical Teaching/Internship. Fill out all of the information in the survey as accurately as possible.



## STEP 13

The **Application/Fee Status** screen will show you the item(s) you need to pay for. There may be fingerprinting payment information listed under the Application if you have not been previously certified or if you have not already been fingerprinted for the state. Fingerprinting is a requirement for certification. Please refer to the Completing Fingerprinting section (Section II - page 11) for more information. If there is no fingerprinting information showing, you may have already fulfilled this requirement.

Click **Pay Online Now** to pay for your application.

**Educator Certification Online System**

Welcome, [REDACTED]  
TEA ID Number: [REDACTED]

**Educator Application Status**

**PAY YOUR FEES ONLINE!**  
TEA only accepts Electronic Checks and Credit Cards for online payment(s)!

**\*\*\*Please Note: Out of State, Out of Country, Temporary Teaching Applications will be deleted if not paid for within 48 hours of application**

Listed below are your pending requests. You may receive written or email correspondence from the TEA regarding these requests.

To view your request status details, click on the status link.

**View all my Ecommerce transactions/Print a receipt.**

Current Requests for Enolia Moudry

Request Type	Application Date	Update Date	Entity	Fee	Status
Standard	9/2/2010	9/2/2010	University of North Texas	<b>** PAY ONLINE NOW,</b>	<b>Applied</b>

Verification of Initial Request for Mailed Certificates

Request Type	Application Date	Paper Copy Requested
College Recommendation-University of North Texas	9/2/2010	No

Fingerprinting information may be listed here under the application.

## STEP 14

Check the **Pay For Now** box to pay for the application. If fingerprinting information is showing and you wish to pay for that with the application check the box for fingerprinting too.

**Educator Certification Online System**

Welcome, [REDACTED]  
TEA ID Number: [REDACTED]

**Educator - Pay Online**

Here you can pay online with a credit card or checking account withdrawal securely over the Internet. Select the requests you would like to pay for now online.

EPP Type	Date	Amount	Pay For Now
University of North Texas - Standard	9/2/2010	\$75.00	<input type="checkbox"/>

**The next screen you go to will require you to enter your credit card or checking account information. Please have that information available before you may have a limited time to complete the information before you are timed out.**

**Continue**

## STEP 15

Enter your email address to receive payment confirmation. Click **Pay Now**.

Educator Certification Online System

Welcome, [REDACTED]  
TEA ID Number: [REDACTED]

Please enter/correct the email address:

Request Type	Date	Amount
Standard	9/2/2010 8:32:55 AM	\$75.00
Total Amount:		\$75.00

If you do not receive a confirmation screen following your online payment attempt, your transaction may not be complete. You may wish to close your internet browser log in online again, and try to pay from the Application Status screen by clicking on PAY ONLINE NOW.

## STEP 16

Enter your Electronic Check or Credit Card information. Verify that all fields have been filled in correctly before submitting payment.

## STEP 17

The Certification Officer will review your application to make sure you have completed your application correctly as well as verify that you have passed all required certification exams. Please note, if you selected any other entity besides UNT then UNT did not receive your application.

UNT will submit your recommendation for educator certification to the state board after all requirements for educator certification have been met by the applicant and verified by the Certification Officer.

You will receive another system-generated email from the Texas Education Agency (TEA) once you have been recommended for educator certification. The state will not issue *any* certificate until all applicable fees have been paid and the fingerprinting process is complete. It is the responsibility of the applicant to verify all fees have been paid and their Fingerprint Status shows as "Fingerprint Complete". The TEA will notify you again by another system-generated email when your certificate is official and posted to your online educator account.

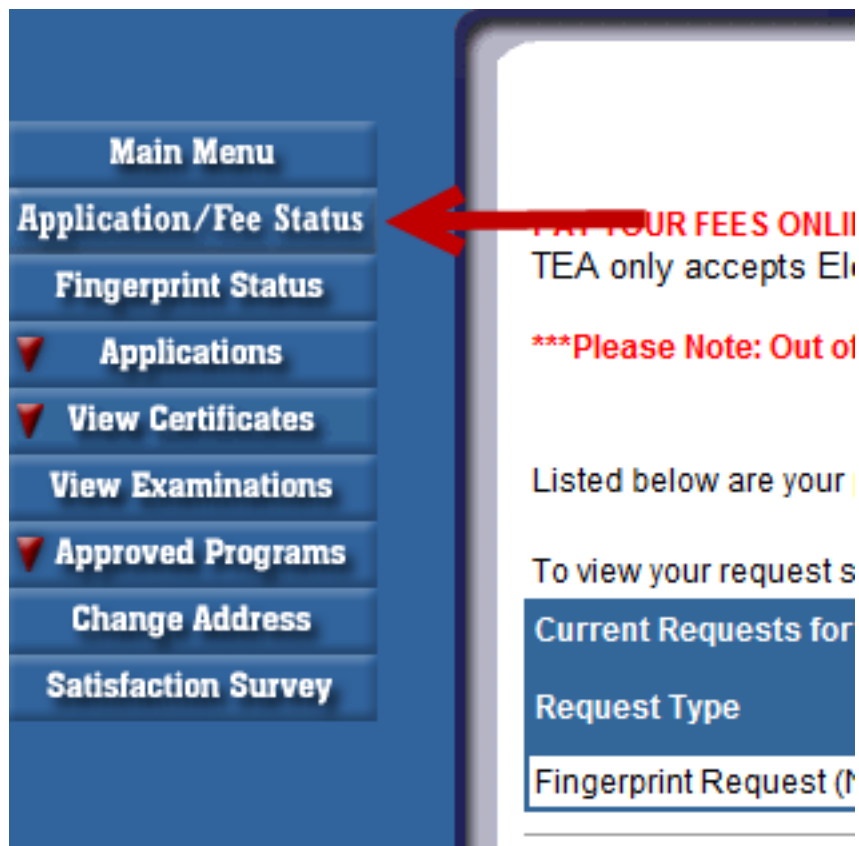
## Completing Fingerprinting (Section II)

The State Board for Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. Applicants seeking initial certification must submit payment to the Educator Certification Online System (ECOS). The applicant will then be issued a FAST Fingerprint Pass via email once the online payment has been made. It can take up to 24 hours to receive your FAST PASS. You need to print this form and fill in the required information. A fingerprinting appointment cannot be scheduled without this document in hand. The FAST Fingerprint Pass is required at the time of appointment along with a valid photo ID. Applicants use the Texas MorphoTrust/IdentoGO, previously L-1 Enrollment Services, locations. Applicants are required to pay an additional fee for scanning of fingerprints at the time of the appointment. The TEA will receive the fingerprinting results within 5-7 business days after the fingerprint appointment.

### STEP 1

---

After you apply for certification through your TEA account, the fingerprinting requirement will appear under the application information on the **Application/Fee Status** screen. You may choose to pay the application fee and the initial fingerprinting fee at the same time or return to pay the initial fingerprinting fee at a later date. However, you will not be able to complete the fingerprinting process until you pay the initial fingerprinting fee.



**NOTE:** If the fingerprinting requirement does not appear below the application information then you may have already submitted fingerprints because you either have a valid Educational Aide certificate or already hold a valid Texas classroom teaching certificate.

## STEP 2

To schedule your fingerprinting appointment, go to [www.l1enrollment.com/state/?st=tx](http://www.l1enrollment.com/state/?st=tx) and follow the steps below.

Formerly known as L-1 Enrollment | Login

**IdentoGO**  
By MorphoTrust USA

[About Us](#) [Business Solutions](#) [Products/Services](#) [Partners](#) [Book an Appointment](#) [Resources](#) [News & Events](#) [Contact Us](#)

**Services**

- Live Scan Fingerprinting
- Hard Card Fingerprinting
- FBI Criminal History Report
- State Criminal History Report
- Notary Services
- Photo Services

**Texas**

L-1 Enrollment Services, a division of L-1 Identity Solutions (NYSE: ID), is the industry's preeminent enrollment services company, specializing in the operation of electronic fingerprint (live scan) networks and identity management services. L-1 currently services over 2 million applicants annually at over 1,000 enrollment centers in the U.S. and Canada. Our customers include federal, state and local government agencies as well as companies in a variety of industries. L-1 is also a certified FBI Channeling Agent.

L-1 is the exclusive electronic fingerprinting provider for the Texas Department of Public Safety (DPS).

Please choose from the following links for Texas. The "Online Scheduling" section starts the appointment process. The "Locations" section provides a listing of locations in Texas for you to browse before starting the appointment process. The "Forms and Links" section provides access to forms relating to the fingerprint background check process and links for information on this process.

- [Online Scheduling](#)
- [Locations](#)
- [Forms and Links](#)

If you have any questions, please call MorphoTrust USA, formerly L-1 Enrollment at (888) 467-2080

[Return Home](#)

## STEP 3

Once on the MorphoTrust/IdentoGO homepage, scroll down and select **Online Scheduling**.

Formerly known as L-1 Enrollment | Login

**IdentoGO**  
By MorphoTrust USA

[About Us](#) [Business Solutions](#) [Products/Services](#) [Partners](#) [Book an Appointment](#) [Resources](#) [News & Events](#) [Contact Us](#)

**Services**

- Live Scan Fingerprinting
- Hard Card Fingerprinting
- FBI Criminal History Report
- State Criminal History Report
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**Texas**

L-1 Enrollment Services, a division of L-1 Identity Solutions (NYSE: ID), is the industry's preeminent enrollment services company, specializing in the operation of electronic fingerprint (live scan) networks and identity management services. L-1 currently services over 2 million applicants annually at over 1,000 enrollment centers in the U.S. and Canada. Our customers include federal, state and local government agencies as well as companies in a variety of industries. L-1 is also a certified FBI Channeling Agent.

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- [Online Scheduling](#)
- [Locations](#)
- [Forms and Links](#)

If you have any questions, please call MorphoTrust USA, formerly L-1 Enrollment at (888) 467-2080

[Return Home](#)

## STEP 4

Effective April 1, 2016, the TEA ORI number found in the fingerprinting FAST pass will be replaced with a "Service Code". The Service Code should be used to schedule fingerprinting appointments online. Please call MorphoTrust/IdentoGO, 888-467-2080, with questions.

Enter the Service Code located on the FAST Pass you received via email and printed out. Click **GO**.

**IdentoGO**  
By MorphoTrust USA

Español

Enter your Service Code to get started.

Enter Code **GO**

Don't know your Service Code?  
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

**Check the Status of your Service**  
Check your status or reprint your cardscan registration form.  
For additional help, call 888.467.2080.

**Manage an existing Appointment**  
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

**Photo Services**  
Two professional 2x2 photos for passport and visa documents.

**Texas Personal Review**  
Request a copy of your own Texas criminal history record.

**Fingerprint Cards**  
Collect your fingerprint images for a fingerprint card (FD-258).

© 2018 Copyright MorphoTrust USA

## STEP 5

Select the **Schedule or Manage Appointment** option.

**IdentoGO**  
By MorphoTrust USA

Español

██████████ - Texas TEA Applicant for Certification

[← Back to Home](#)

**Schedule or Manage Appointment**  
Schedule an in-person appointment or change an existing appointment.

**Submit A Fingerprint Card by Mail**  
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

**What do I need to bring to enrollment?**  
Find out which documents you need to bring to the enrollment center to facilitate processing.

**Locate an Enrollment Center**  
Locate and get directions to an enrollment center near you.

**Check the Status of your Service**  
Check your status or reprint your cardscan registration form.  
For additional help, call 888.467.2080.

**Manage an existing Appointment**  
Reschedule an existing appointment or schedule a retake.

## STEP 6

Enter your information as instructed on the screen. Click **Next** when finished.

**[REDACTED] - Texas TEA Applicant for Certification**

Essential Info | Eligibility | Citizenship | Personal Questions

\* Required Fields

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.

Name / Method of Contact  UE ID / Date of Birth

**Notes:**

- 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.

**Legal Name**

\* First Name

\* Middle Name (or NMN if no middle name)

\* Last Name

Suffix

**Date of Birth**

\* Date of Birth

\* Confirm Date of Birth

\* Method of Contact (at least one method is required)

Email

Confirm Email

Country Code

Phone 1

## STEP 7

Enter the Applicant Number located on the FAST Pass you received via email and printed out. Click **Next**.



Español

**[REDACTED] - Texas TEA Applicant for Certification**

Essential Info | Eligibility | Citizenship | Personal Questions | Personal Info

\* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

**Eligibility**

Agency Assigned Applicant Number (starts with SB-)

## STEP 8

You will be asked to verify your information (i.e. address, email, phone number) and enter your city or zip code for locations near you that provide the fingerprinting service. You will be able to choose the specific location, date and time of your fingerprinting appointment. Once your selection is made you will be required to pay the second portion of the fingerprinting fee either online before your appointment is verified or at the physical location you have chosen when you go in for your fingerprinting appointment. If you are required to pay at the physical location be sure to read what forms of payment (i.e. money order, credit card, personal check) are accepted at that location.