

Applying for Certification (Section I)
Completing Fingerprinting (Section II)

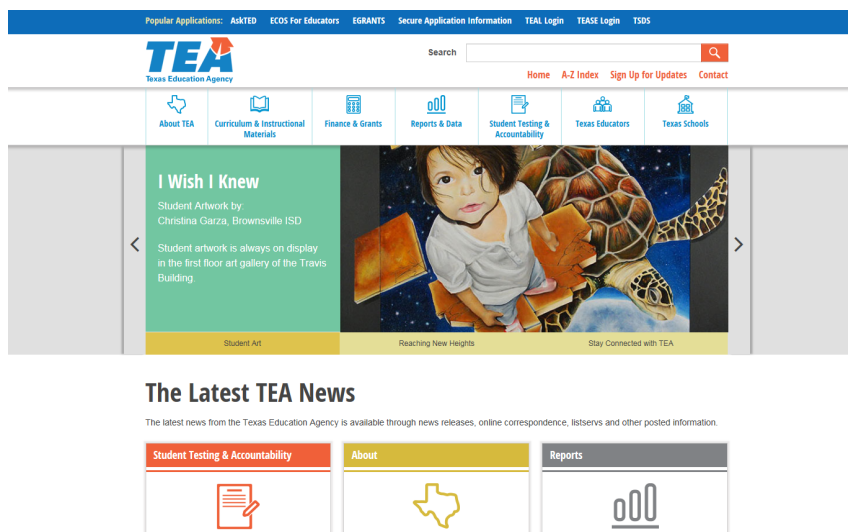
Pages 1-11
Pages 12-15

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.** Please see page 11 for more information on program requirements.

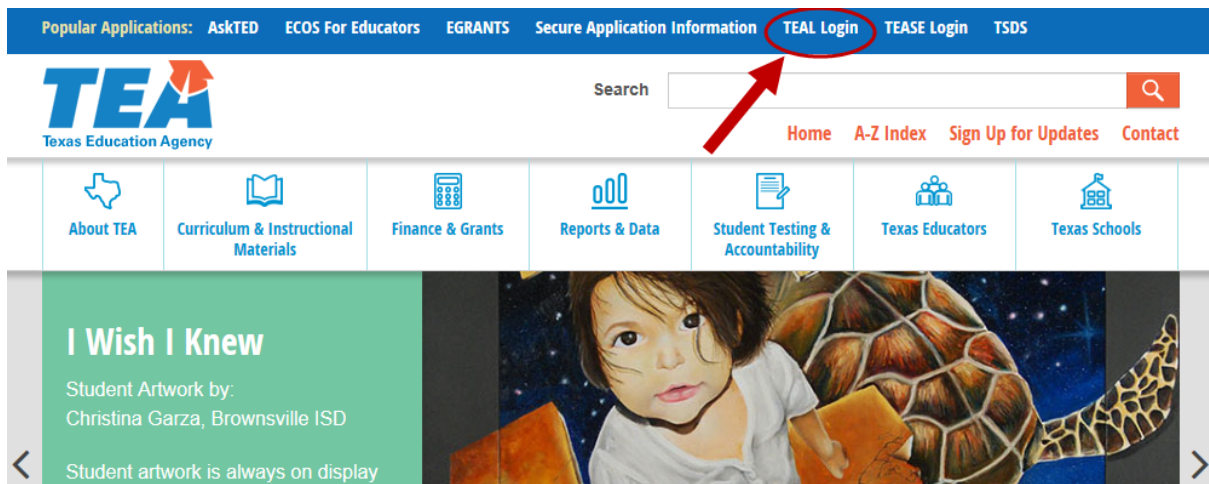
STEP 1

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** link.

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.

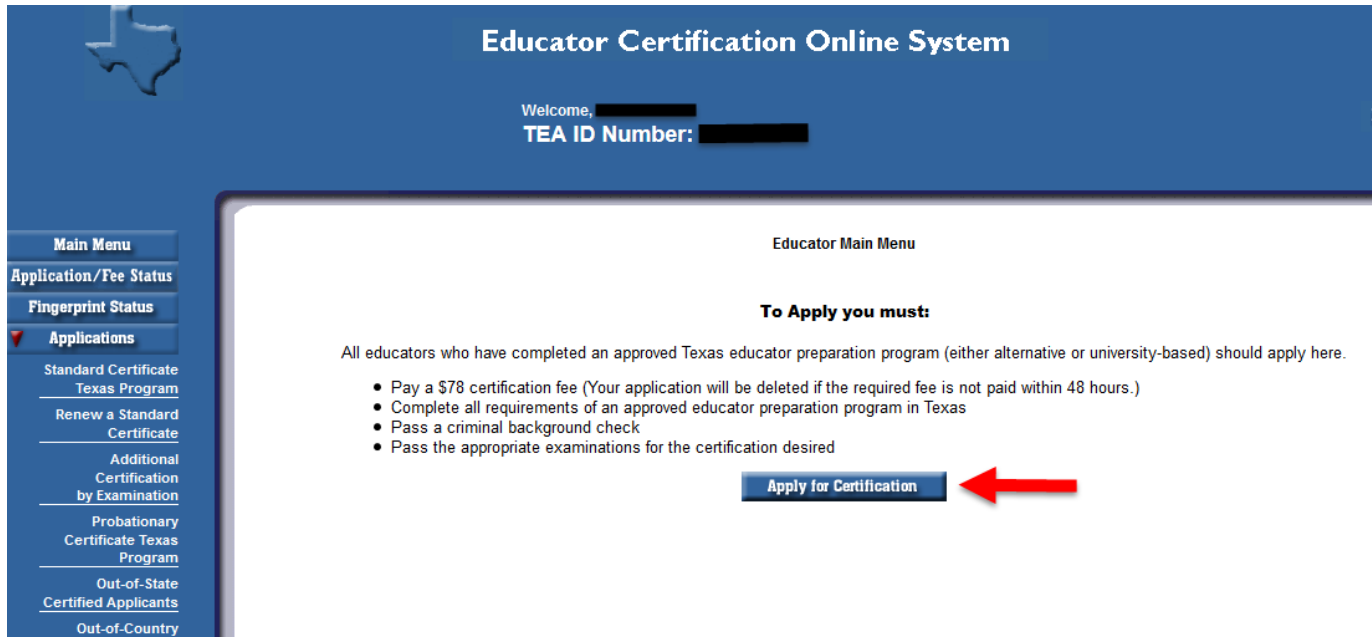
TEA accepts Electronic Checks and Credit Cards for payment

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**.

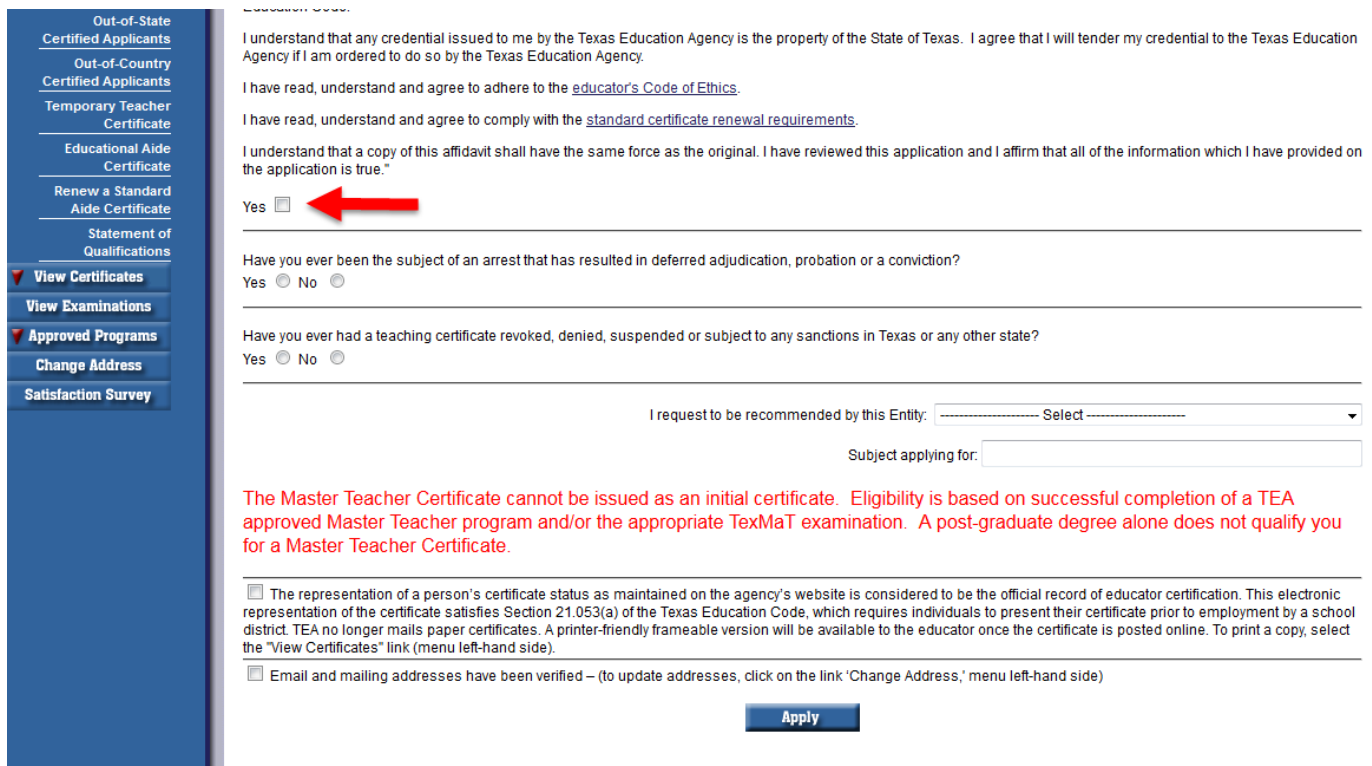


The screenshot shows the 'Educator Certification Online System' interface. At the top, it says 'Welcome, [redacted] TEA ID Number: [redacted]'. On the left is a navigation menu with options like 'Main Menu', 'Application/Fee Status', 'Fingerprint Status', and 'Applications'. The 'Applications' menu is expanded, showing options such as 'Standard Certificate Texas Program', 'Renew a Standard Certificate', 'Additional Certification by Examination', 'Probationary Certificate Texas Program', 'Out-of-State Certified Applicants', and 'Out-of-Country'. The main content area is titled 'Educator Main Menu' and contains the heading 'To Apply you must:' followed by a list of requirements: 'All educators who have completed an approved Texas educator preparation program (either alternative or university-based) should apply here.', 'Pay a \$78 certification fee (Your application will be deleted if the required fee is not paid within 48 hours.)', 'Complete all requirements of an approved educator preparation program in Texas', 'Pass a criminal background check', and 'Pass the appropriate examinations for the certification desired'. A blue button labeled 'Apply for Certification' is highlighted with a red arrow pointing to it from the right.

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.



The screenshot shows the 'Affidavit Information' form. On the left is a navigation menu with options like 'Out-of-State Certified Applicants', 'Out-of-Country Certified Applicants', 'Temporary Teacher Certificate', 'Educational Aide Certificate', 'Renew a Standard Aide Certificate', 'Statement of Qualifications', 'View Certificates', 'View Examinations', 'Approved Programs', 'Change Address', and 'Satisfaction Survey'. The main content area contains the following text: '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](#).', and '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.' Below this text is a 'Yes' checkbox, which is checked and highlighted with a red arrow. The form also includes questions: 'Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?' with 'Yes' and 'No' radio buttons, and 'Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?' with 'Yes' and 'No' radio buttons. There are dropdown menus for 'I request to be recommended by this Entity:' and 'Subject applying for:'. A red warning message states: 'The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program and/or the appropriate TexMaT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.' At the bottom, there are two checkboxes: '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...' and 'Email and mailing addresses have been verified - (to update addresses, click on the link 'Change Address,' menu left-hand side)'. A blue 'Apply' button is at the bottom center.

STEP 8: CONTINUED

You must answer the two questions below the affidavit information regarding arrests and any previous teacher certification. Continue to select your Recommending Entity.

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 had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?

Yes No

I request to be recommended by this Entity:

Subject applying for:

The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program and/or the appropriate TexMaT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

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. TEA no longer mails paper certificates. A printer-friendly frameable version will be available to the educator once the certificate is posted online. 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 9

Recommending Entity

Click the recommending entity drop down menu. The University of North Texas is listed three times. See page 6 below for instructions on which entity to select based on your certification program.

I request to be recommended by this Entity:

Subject applying for:

of a TEA approved Master Teacher

on. This electronic representation of the certificate
eable version will be available to the educator

- University of Houston-Victoria (Master Teacher)
- University of Houston-Victoria (University Based)
- University of Mary Hardin-Baylor (Master Teacher)
- University of Mary Hardin-Baylor (University Based)
- University of North Texas (Alternative)
- University of North Texas (Master Teacher)
- University of North Texas (University Based)
- University of North Texas - Dallas (Alternative)
- University of North Texas - Dallas (University Based)
- University of Phoenix (@ San Antonio) (University Based)
- University of St Thomas (Master Teacher)
- University of St Thomas (University Based)
- University of Texas - Arlington (Master Teacher)
- University of Texas - Arlington (University Based)
- University of Texas - Austin (Master Teacher)
- University of Texas - Austin (University Based)
- University of Texas - Dallas (University Based)
- University of Texas - El Paso (Alternative)
- University of Texas - El Paso (Master Teacher)
- University of Texas - El Paso (University Based)

STEP 9: CONTINUED

IMPORTANT - Selecting a Recommending Entity

NOTE: If you select the wrong recommending entity, your application will be removed and you will be required to submit a new application with the appropriate recommending entity selected. You may be required to pay the application fee again and complete a refund request through TEA for a refund of the fee from the incorrect application.

Which Recommending Entity Do You Select:

If you 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)

Option 3: University of North Texas (Master Teacher)

Who uses Option 3: Master Reading Teacher; Master Technology Teacher

If you have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts after September 1, 2017:

Option 1: University of North Texas (University Based)

Who uses Option 1: All undergraduate students; All Post-baccalaureate students who are seeking an additional degree; All Career & Technical Education (CTE) students who are seeking a degree.

Option 2: University of North Texas (Alternative)

Who uses Option 2: All Post-baccalaureate students who are not seeking an additional degree; All Career & Technical Education (CTE) students who are not seeking a degree.

Option 3: University of North Texas (Master Teacher)

Who uses Option 3: Master Reading Teacher; Master Technology Teacher

STEP 10

In the **Subject applying for** field, enter the name of the certificate(s) you are applying for.

Examples:

Core Subjects EC-6
Core Subjects EC-6 with ESL Supplemental
Social Studies 4-8 with ESL Supplemental
Social Studies 7-12
Health Science 6-12
Principal EC-12

I request to be recommended by this Entity:



Subject applying for:

STEP 11

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 done.

I request to be recommended by this Entity:

Subject applying for:

The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program and/or the appropriate TexMaT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

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. TEA no longer mails paper certificates. A printer-friendly frameable version will be available to the educator once the certificate is posted online. 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 12

You will be asked to verify the Recommending Entity. Refer to **Step 9** to verify you have selected the correct Recommending Entity option. If you have selected the correct option click **Continue**. If you did not select the correct option click **Re-Select** and repeat **Step 9**, **Step 10**, and **Step 11**.

NOTE: If you select the wrong recommending entity, your application will be removed and you will be required to submit a new application with the appropriate recommending entity selected. You may be required to pay the application fee again and complete a refund request through TEA for a refund of the fee from the incorrect application.

Educator Application for Certification

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 13

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

Main Menu
Application/Fee Status
Fingerprint Status
Applications
Standard Certificate Texas Program
Renew a Standard Certificate
Additional Certification by Examination

Educator Application for Certification

A \$78 certificate fee is required to process your application. Your application will NOT be considered until payment is received. Your application will be deleted if the required fee is not paid within 48 hours.

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 them. 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 except 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":**

Your application for certification has been submitted to **University of North Texas.**
An online recommendation by your educator preparation program is needed for issuance of the certification.

*This is a system generated information email - please do not respond.

STEP 13 Continued

*****If you do not see this screen in Step 13 initially, then the Exit Survey will appear instead and prompt you to complete it. Follow the directions above before moving on to Step #14.**

Once complete with the survey, go to your main home screen and select the **Application/Fee Status** link on the left menu. You can then continue with Step #15 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 Student Teaching/Internship. Fill out all of the information in the survey as accurately as possible.

STEP 14

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 should 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	** PAY ONLINE NOW,	Applied

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 15

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 16

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	9/2/2016 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 17

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

STEP 18

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 teacher certification to the state board *after* all requirements for teacher 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 teacher 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.

See below for the requirements for recommendation for certification by program.

Requirements for Certification by UNT Program

All Undergraduate Students

- Complete all coursework, including Student Teaching
- Bachelor's degree (must be posted to your transcripts before you can be recommended)
- Pass all required state certification exams
- Apply for certification
- Pay all applicable fees and complete fingerprinting

Post-baccalaureate Secondary Online and Elementary (EC-6); IMPACT (Special Education EC-12); Reading Specialist; All Health Science Technology (CPE and non-CPE); Marketing Education; Technology Applications; Trades and Industrial Education; Gifted and Talented; and Superintendent

- Complete all coursework, including Student Teaching/Internship
 - Pass all required state certification exams
 - Apply for certification
 - Pay all applicable fees and complete fingerprinting
- A completed Master's degree and Principal (or equivalent) certificate is required for Superintendent certification

Principal; School Counselor; School Librarian; Educational Diagnostician

- Complete all coursework, including Practicum/Internship
- A Master's degree is required for all above listed certifications (must be posted to your transcripts before you can be recommended)
- Pass all required state certification exams
- Hold a valid classroom teacher certificate (for Principal and Educational Diagnostician only)
- Two creditable years of teaching experience as a classroom teacher is required as documented by submitting a copy of your Teacher Service Record to the College of Education Certification Officer. The TSR is obtained from your school district's human resources/personnel office.
- Apply for certification
- Pay all applicable fees and complete fingerprinting

Master Reading Teacher; Master Technology Teacher

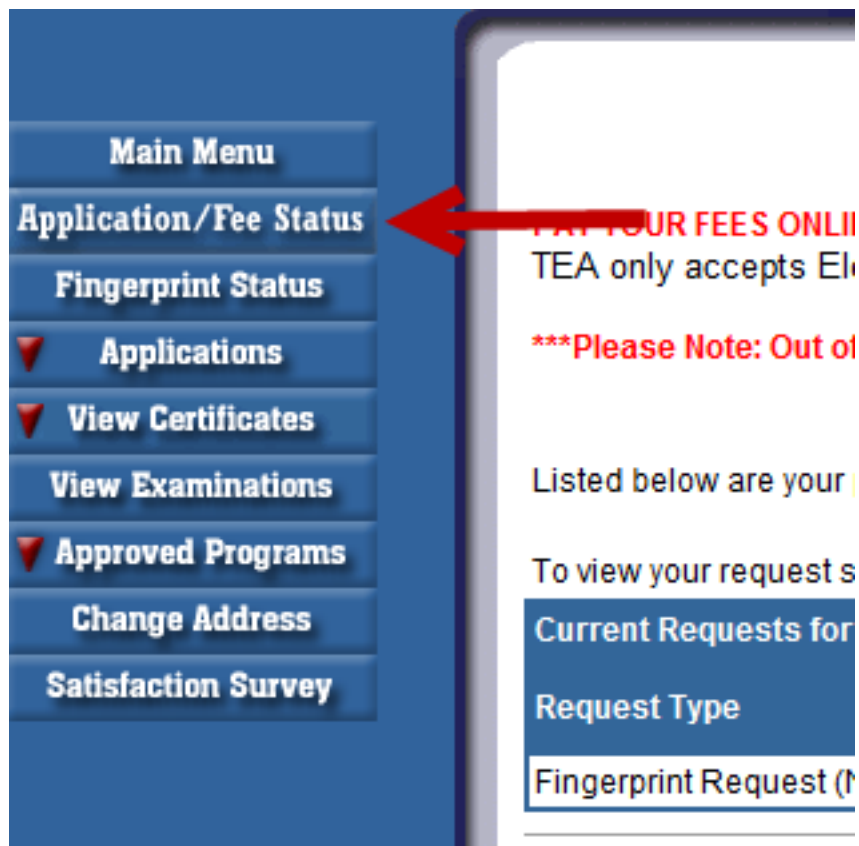
- Complete all coursework/student teaching or internship
- Pass all required state certification exams
- Hold related Reading Specialist or Technology Application/Education certificate
- Three creditable years of teaching experience as a classroom teacher is required as documented by submitting a copy of your Teacher Service Record
- Apply for certification
- Pay all applicable fees and complete fingerprinting

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. **You will 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

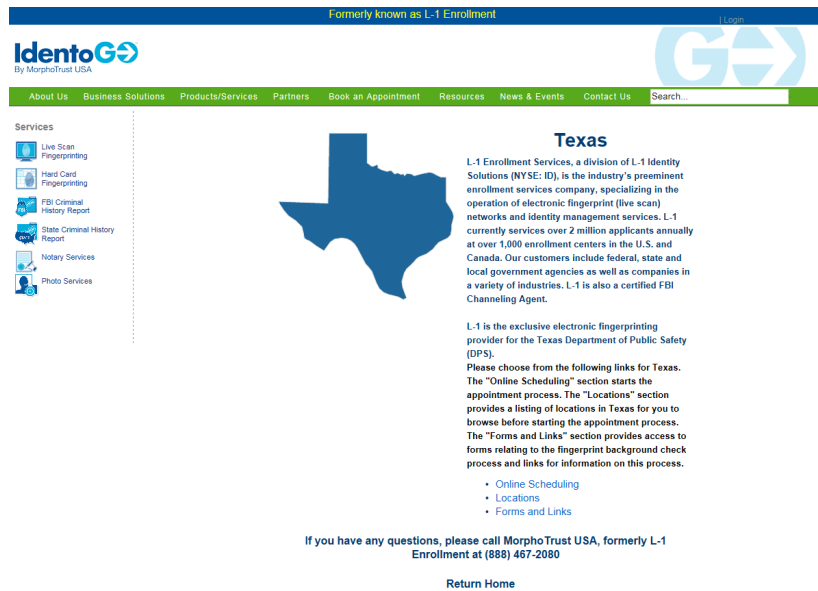
After you apply for certification through your TEA account, the fingerprinting requirement will appear under the application information on the **Application/Fee Status** screen. You may choose to pay the application fee and the initial fingerprinting fee at the same time or return to pay the initial 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 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.

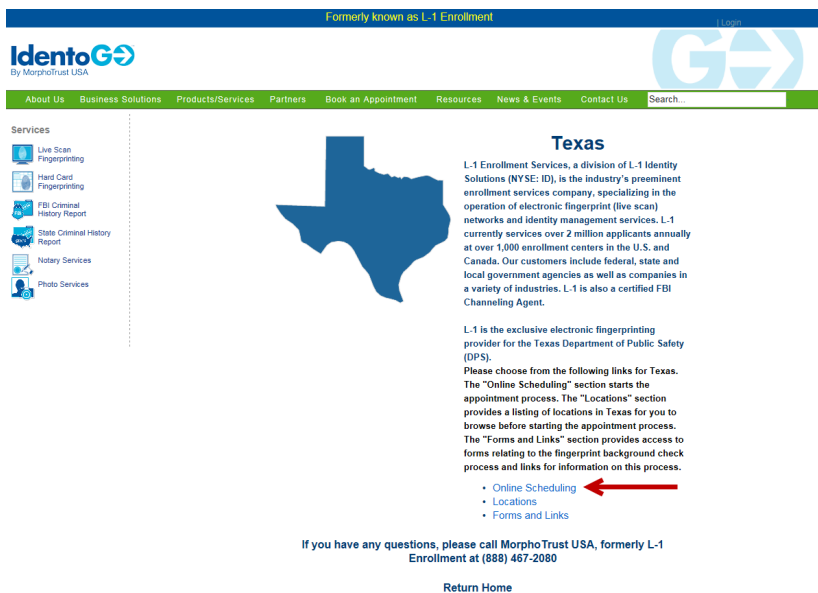
- [Online Scheduling](#)
- [Locations](#)
- [Forms and Links](#)

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
- 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.

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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**.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo with "By MorphoTrust USA" underneath. At the top right is a link for "Español". The main content area has a dark background with the text "Enter your Service Code to get started." Below this is a white input field labeled "Enter Code" followed by a blue "GO" button, which is pointed to by a red arrow. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here](#)." Below that, a line of text states: "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below this are two main service options in blue boxes: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below these are three additional services: "Photo Services" (with a camera icon), "Texas Personal Review" (with a checkmark icon), and "Fingerprint Cards" (with a fingerprint icon). At the bottom center, there is a copyright notice: "© 2016 Copyright MorphoTrust USA".

STEP 5

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

The screenshot shows the IdentoGO website interface for a Texas TEA Applicant for Certification. At the top left is the IdentoGO logo with "By MorphoTrust USA" underneath. At the top right is a link for "Español". The main content area has a dark blue header with the text "[Redacted] - Texas TEA Applicant for Certification". Below the header is a "Back to Home" link. Below that is a red arrow pointing to the "Schedule or Manage Appointment" option, which includes the subtext "Schedule an in-person appointment or change an existing appointment." Below this are three other options: "Submit A Fingerprint Card by Mail" (with subtext "Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail."), "What do I need to bring to enrollment?" (with subtext "Find out which documents you need to bring to the enrollment center to facilitate processing."), and "Locate an Enrollment Center" (with subtext "Locate and get directions to an enrollment center near you."). Below these are two main service options in blue boxes: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon).

STEP 6

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

██████████ - 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](#)

██████████ - 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.