

**Morpho Trust USA: (IdentoGO) : LiveScan Instructions**

If you have any questions about the scheduling process, please call 800-528-1358.

- Log on to [www.IdentoGO.com](http://www.IdentoGO.com) website
- Click 'Book an Appointment'
- Click the appropriate state where you going to schedule an online appointment
- Click 'Schedule an Appointment'
- Click on 'Follow this link in English or click on the Spanish instructions'
- Select – 'New or Existing Appointment' Enter your First and Last Name – Click Go
- Select – 'Agency Name' Click the drop down arrow Click on 'VECHS' – 'Volunteer and Employee Criminal History System'– Click Go
- Choose 'Employee or 'Volunteer' from the drop down list
- Enter the appropriate ORI number from box below
- 'Appointment Details' Enter your Zip Code and Region. Click Go
- Click to schedule an online appointment, select time and Click Go
- Follow the PROMPTS to complete the online registration

		<b>ORI Number</b>
<input type="checkbox"/>	Employees – Educators and School Staff, Cafeteria staff/ vendors (full & part time), Religious Sisters, Seminarians, after school employees, coaches of any kind, paid or unpaid.	16040156
<input type="checkbox"/>	Contracted Personnel for schools – Catapult, Karate, Soccer Shots, Young Rembrandts, Sous Chef, Engineering for Kids, Spanish teachers, Dance teachers, Kiddie Sportz, CHAMOS Language Academy, Speech Therapy, SLA Management etc. – paid or unpaid.	16040156
<input type="checkbox"/>	Volunteers	16040011
<input type="checkbox"/>	Vendors – plumbers, electricians etc. if clearance is not certified by the employer prior to being sent to the school	16040011