



Nantucket
**Lighthouse
School**

Fingerprinting Registration

Please use the following instructions to register for fingerprinting. Go to Identogo.com and choose the following options:

1. Enter 02554 under **FIND THE NEAREST IDENTOGO CENTER** (lower left)
2. Click on **IDENTOGO – STATE AGENCY ENROLLMENT .5 MILES AWAY**
3. Scroll down and click on **SCHEDULE APPOINTMENT**
4. Scroll down and click on **DIGITAL FINGERPRINTING**
5. Click on **SCHEDULE A NEW APPOINTMENT**
6. From the Agency/Sector pull-down menu, **select Pre-K-12th Grade Education (ESE), and then click GO**
7. Select **APPLICANT TYPE** and **CLICK GO**
8. Confirm that Agency is **Pre-K-12th Grade Education (ESE)**, click **Yes**
9. **ENTER** Provider ID **01970810**, **CLICK GO**
10. **CONFIRM PROVIDER** (Nantucket Lighthouse School), **CLICK CORRECT**
11. **ENTER** zipcode 02554, **CLICK GO**
12. From 1st Location listed (Nantucket – Surfside Rd., Nantucket Public Schools, 10 Surfside Road, Nantucket, MA 02554) **CLICK TO SCHEDULE** (if needed, **CLICK NEXT WEEK** to see additional availability)
13. **SELECT** time, **CLICK GO**
14. **Acknowledgement/Release** - **SELECT I AM 18 YEARS OF AGE OR OLDER**, **CLICK GO**
15. **ENTER APPLICANT INFORMATION**, **CLICK SEND INFORMATION** on lower right of page
16. Review information, if correct **CLICK ON GO** (if not correct, **CLICK ON CHANGE APPLICANT DETAILS**)
17. **Select Method of Payment** from pull-down menu, then click **Send Payment Information**
18. To make payment click on **Continue to US Bank E-Pay**

Nantucket Lighthouse School employees will be reimbursed for their fingerprinting expenses. Please call Joan Alison Stockman at 508-228-0427 if you have any questions.