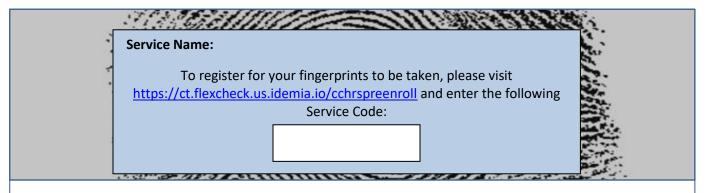
## Connecticut Criminal History Request System Fingerprint Service Code Form



Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the "Yes This information looks Correct" option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the "Submit Pre-Enrollment" button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. <u>This Tracking Number will need to be taken to</u> your fingerprinting session. It will also be sent to the e-mail address you provided during registration.



