

Fingerprint Registration

(To be completed prior to your 1st day)

Welcome to the Connecticut Department of Labor!

On your first day of employment, you will be fingerprinted.

The fingerprint form is sent to the Connecticut State Police for a review of their criminal files.

Prior to your start date you need to pre-enroll for this review.

Please go to [PreEnrollment \(idemia.io\)](https://ct.flexcheck.us.idemia.io) (or <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>)

The service code to use is: 0534 D523

This will bring you to this page. If you do not see this page, please make sure that you have entered the service code correctly.



Connecticut Criminal History Request System

PreEnrollment



Please confirm the below information is correct.

Information for Service Code

0534-D523

Agency: Department of Labor CTDOL0000

Agency ID: CTDOL0000

Applicant Type: State Only Fingerprint Support Search

Does the above look correct?

NO - Let me try again

YES - This information looks Correct

Click on the button that says "YES – This information looks Correct"

As indicated on the next page make sure that all mandatory fields are completed (mandatory fields are in **bold** with asterisk* & blue highlight.)

You do not have to complete the green fields – those are optional.

Click on the submit button at the lower right hand-side of the bottom of the form.

(Please note only a portion of the form is shown below).



Connecticut Criminal History Request System

PreEnrollment



Pre Enrollment
[0534-0523]
Department of Labor
State Only Fingerprint Support Search

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in **bold** with asterisk* & blue highlight.)

| | |
|-------------|--|
| Last Name* | <input type="text" value="Last Name"/> |
| First Name* | <input type="text" value="First Name"/> |
| Middle Name | <input type="text" value="Middle Name"/> |
| Suffix | <input type="text" value="v"/> |
| DOB* | <input type="text" value="mm/dd/yyyy"/> |
| SSN | <input type="text" value="123-12-1234"/> |

You will be then be directed to a page which you can print out and bring with you or you can print out a page that is emailed to you.

Bring one of these documents with you when you come for your first day.

If you have an issue printing either document, please forward the email that you receive to:
dol.hr@ct.gov

Thank you.