DAON Fingerprint Instructions

To complete the process for your Fingerprints, you will need to create an online account and schedule your fingerprint appointment.

Please follow each of these steps very carefully to avoid being charged for your fingerprints again.

Visit the below website to create your Account.

### https://www.daontis.com/home.do?from=ADB

> **THIS IS A SPECIAL LINK THAT YOU WILL RETURN TO AFTER ACTIVATING YOUR ACCOUNT.**
> **NOTE:** The link that you are automatically taken to after activating your account is different than this link. You MUST return to this link.

To create your Account, please follow the below steps:

1. Click on "Create Account" located on the top right corner of the website.
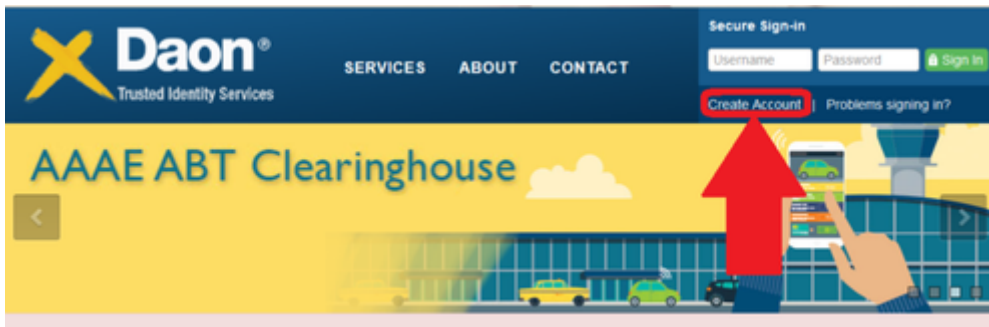
2. To continue creating your account complete the following:
   a. Enter your email address. (You will be using this email to activate your account)\
   b. Create a Password - Pay close attention to the password requirements
   c. Confirm your Password
      i. Check the box to agree to the Terms of Service and Privacy Policy, Select 'Create Account'

3. Log in to your email address to activate your account.

Verify Email

An email has been sent to the account you have provided.
To continue the application, you need to click on the link provided
within the message.

It may take a few minutes for the message to arrive in your inbox.

You may close this window.

Daon
Trusted Identity Services

Sign In

Hello,

An account has been created for you on the new DTIS Channeling Services website. You will need to validate your email before you log in for the first time. Please click the link below to validate your email.

Validate Email

Your username is

Thank you!

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4. Once you have signed into your account, Select 3 Security Questions and Answers.

🏠 / **Security Questions**

Please add three security questions. These questions will help us verify your identity should you forget your password.
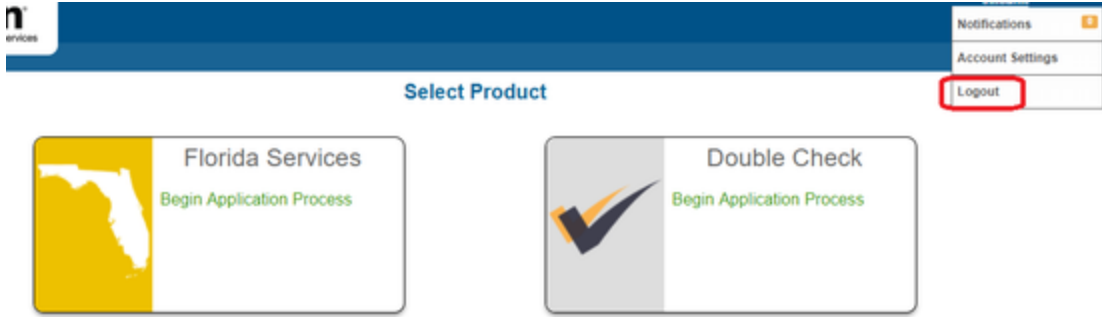
| Question 1 | ▾ |

| Answer 1 |

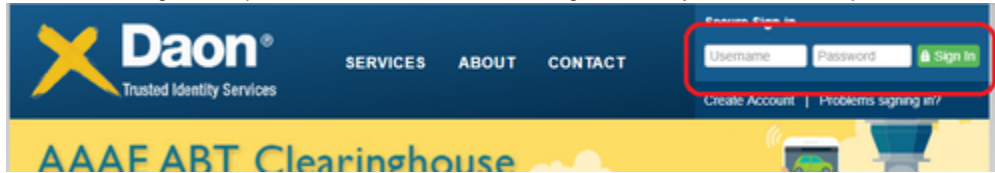| Question 2 | ▾ |

| Answer 2 |

| Question 3 | ▾ |

| Answer 3 |

Save

5. **LOG OUT OF YOUR ACCOUNT!**

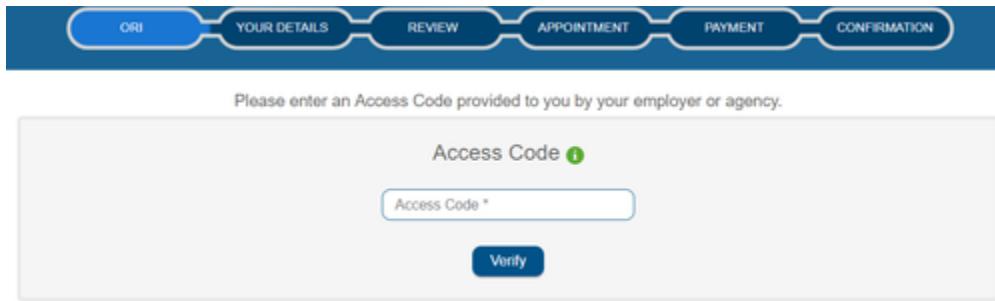To log out of your account, hover over your username on the top right hand side of the screen and select 'Logout"

6. Return to the original link provided in these instructions to log back in to your account: **https://www.daontis.com/home.do?from=ADB**
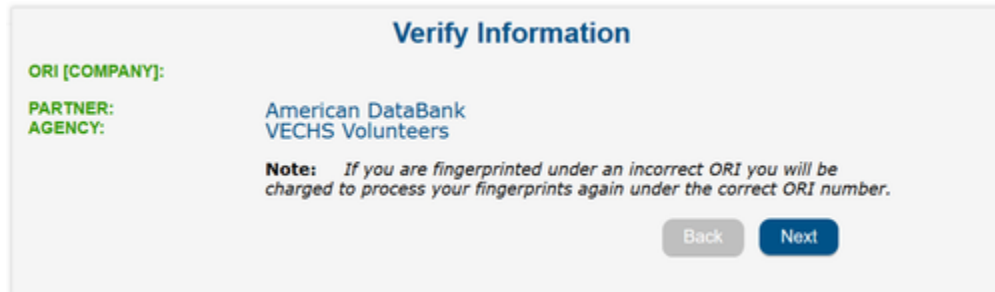

7. Enter in your Access Code and select 'Verify'.
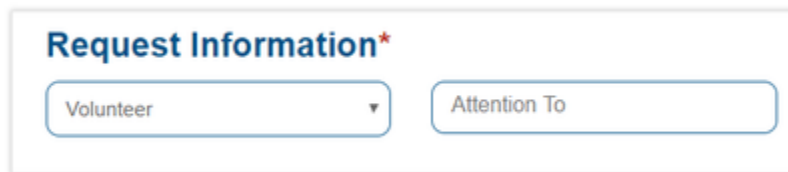   **Access Code: TUTHER**

8. Select 'Next'

9. There will be 4 sections you need to fill out on the next page.
   a. **Request Information**
      i. Enter in the 'Reason for Request' as 'Volunteer' from the drop down menu.
      ii. Leave 'Attention To' Blank.

   b. **Name**
      i. Enter in your legal name and any aliases you have used within the past 7 years

Name *
Legal Name ⓘ

| First Name * | Middle Name | Last Name * | Suffix ▾ |

Alias(es) ⓘ

| First Name | Middle Name | Last Name |

Add Alias

c. **Personal Information**
   i. Enter in your personal information and select 'Save'

Personal Information *

Phone

Social Security Number *

Social Security Number *

Date of Birth *

Month ▾ Day ▾ Year ▾

Gender *

Gender ▾

Race *

Race ▾

Eye Color *

Eye Color ▾

Hair Color *

Hair Color ▾

Height *

Feet   Inches

Weight *

Weight (lbs)

Country of Birth *

United States of America ▾

Birth State *

▾

Country of Citizenship *

United States of America ▾

Save

d. **Address Information**
   i. Enter in your current address and select 'Add Address'

Address Information *

Residential ▾

Street Address 1 *

Apt / Unit

City *   State * ▾   Postal Code *

United States of America ▾

Add Address

e. After you have entered all of your information select 'Save And Continue'

10. Review your information. Once you have reviewed your information and are positive that everything has been entered accurately, select 'Yes' to 'I agree that the above information is correct.

I agree that the above information is correct?   No   Yes

11. Select the Fingerprint Location that you would like to go to. If you need to enter in city, state or zip code to narrow down the locations, you can on the top left of the screen.
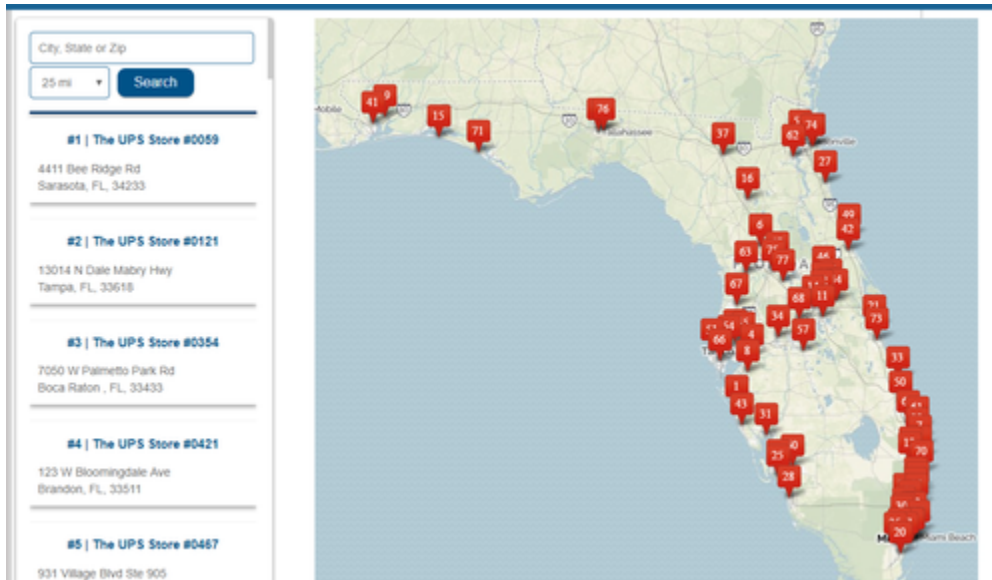
12. Select when you will have your fingerprints completed. Choose a date from the Calendar that appears on the bottom right side of your screen. Select a time from the drop down menu that appears beneath the Calendar.
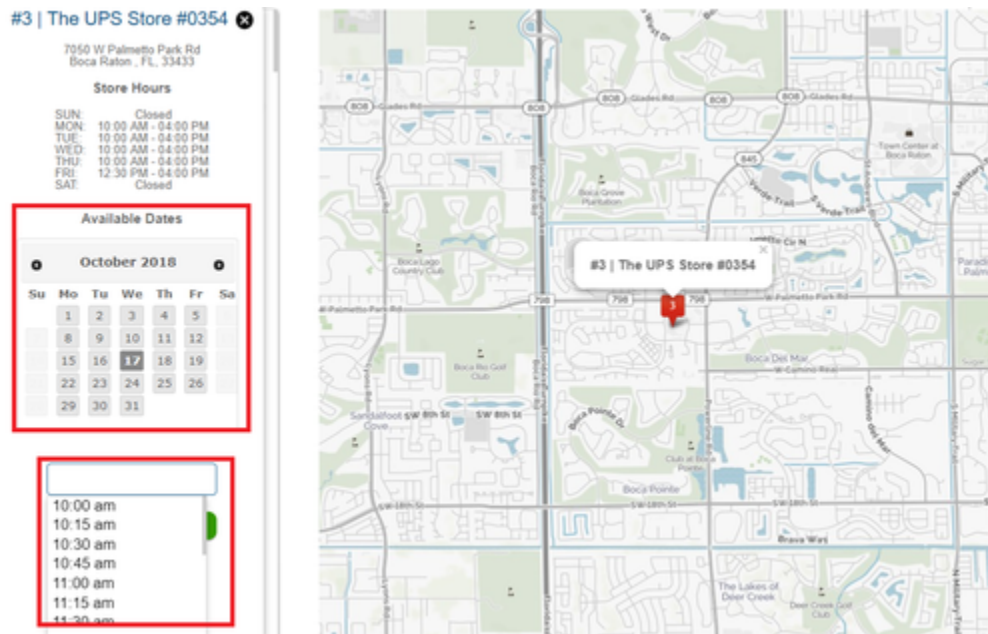
13. You have not been registered for your appointment. Please take this receipt along with your valid, unexpired government issued identification to your fingerprinting appointment at The UPS Store. You will also need to provide the Trusted Agent at The UPS Store your background check id which is at the top of this receipt.