



Licensed Chemical Dependency Counselor Fingerprint Instructions

This document provides instructions for submitting fingerprints to the Texas Health and Human Services Commission for licensed chemical dependency counselor (LCDC) licensure.

1. **Schedule an appointment through MorphoTrust USA at an IdentoGo enrollment center using service code 11BG44.**

- For online scheduling, visit the [LCDC IdentoGo webpage](#).¹
- For phone scheduling, call the IdentoGo Customer Care Center at 888-467-2080 and have the 11BG44 service code ready.

2. **Provide all required information and choose a date and time for your appointment.** Your agency-assigned applicant number is "AD-", followed by your first initial, last initial, and date of birth in MMDDYYYY format. For example, applicant Jane Doe's number would be AD-JD05181990.

3. **Attend your appointment at your scheduled time.** MorphoTrust accepts the following forms of payment at the time of service:

- Visa, MasterCard, Discover, or American Express
- Business checks
- Money orders and coupon codes (employer accounts)

Note: MorphoTrust does not accept personal checks or cash.

4. **Receive your IdentoGo fingerprinting receipt at the end of your appointment.** MorphoTrust will submit your fingerprints electronically to the Texas Department of Public Safety and the Federal Bureau of Investigation.

Note: You will not receive a fingerprint card.

5. **Include a copy of the IndentoGo receipt with your LCDC application.** HHSC cannot process your application without this receipt.

6. **Check on the status of your submission by clicking the "Check the Status of your Service" link on the [LCDC IdentoGo webpage](#).**¹

¹ URL: enroll.identogo.com/workflows/11BG44