

Florida DFS Non-Resident Processing Instructions

Card Scan and Out-of State Livescan Procedures

For those applicants residing outside of Florida, IdentoGO offers two options for meeting your DFS fingerprinting requirement. Each non-Florida resident has the option of submitting their fingerprints via live-scan or through our cardscan processing service. To identify which option is best for you, please follow the below steps.

1. Begin your pre-enrollment process by logging onto our website at <https://fl.ibtfingerprint.com/>.
 - o NOTE: Applicants using the direct website link from the state agency website for Insurance Agents will skip to step 6 below.

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Florida

For New Appointments	To Mail In Your Fingerprint Card	To Look Up or Change an Existing Appointment	For Fingerprint Rejection Notices
To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.	To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Prints, Inc. after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.	To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) Email Address	Registration ID (REGID) Transaction Control Number (TCN) Email Address

2. Select the first box “For New Appointments” by clicking in the green box “Schedule a New Appointment”.

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

Schedule a New Appointment

3. Select DFS – Dept. of Financial Services in the available drop-down menu and click ‘Go’.

Please choose your agency or program from the list below.

agency name

DCF - Dept. of Children and Families

AHCA (Health Care Providers)

VECHS - Volunteer & Employee Criminal History System

DFS - Dept. of Financial Services

OIR (Office of Insurance Regulation) - Officer or Director of Insurer/Insurance Carrier

Board of Nursing (Prometric Certified Nursing Assistant Candidates only)

FDLE - Public Record Check

Department of Health

Vocational Rehabilitation Providers

Professional Guardian

Florida Board of Bar Examiners

Construction Industry Licensing

Jackson County Schools

Taylor County Schools

FL Department of Management Services

FL Department of Agriculture & Consumer Services

Loan Originators (FDLE-State Check Only) (FL737111Z)

Mortgage Brokers & Mortgage Lenders Persons of Control (FDLE and FBI Check) (FL921050Z)

Department of Business and Professional Regulation

Florida Board of Pharmacy

Florida MRC

All Others

Florida Lottery

VECHS - Volunteer & Employee Criminal History System

Dept of Elder Affairs



4. Select your ORI number and click 'Go'.

agency name

✓ DFS - Dept. of Financial Services



ori number

FDOI APPLICANT INSURANCE AGENT
FIRE PREVENTION
FIRE - STANDARDS AND TRAINING
FUNERAL AND CEMETERY SERVICES
STATE EMPLOYMENT

Go >

5. Read the Acknowledgement Form and acknowledge acceptance by checking the box and clicking on 'Go'.

Acknowledgment Form
Fingerprint Based Criminal History Record Request Authorization and Notification Form
Important - Please read carefully

I consent to the collection and retention of my fingerprints in order to complete a criminal history background check as part of the application, employment and/or licensing process.

I understand that my fingerprints will be searched against the databases maintained by the Federal Bureau of Investigation, and the central repository of criminal history records maintained by the Florida Department of Law Enforcement.

I understand that the procedures to challenge accuracy or completeness of my record are available from FBI.gov as set forth by the Department of Justice under Title 28 CFR 16.34.

I affirm that I have read, understand and consent to the completion of a criminal history background check.

Go >

6. Select your residency status by clicking 'Out of State'

Dept of Financial Services (DFS), Fingerprinting & Enrollment Services

Please select your residency status to continue:

FL Resident

Out of State

7. Enter your Zip Code and click on 'Go' to locate an IdentoGO Enrollment Center near you.

Enter a zip code to determine the closest fingerprinting location.

- o NOTE: If there is not an Enrollment Center within 100 miles of the Zip Code provided, you will be able to change your pre-enrollment to cardscan services (skip to #15).

No locations were found with a 100 mile radius of the provided zip code. You may search using a different zip code or register for cardscan service (mail in fingerprints).

[Change Zip Code](#)

[Register for Cardscan Service](#)

8. Enrollment Centers within your area will be displayed as below.

[Click here to register to send in your fingerprint cards through the mail.](#)

Zip Code: 60007 Change	Friday 5/3/2019	Saturday 5/4/2019	Sunday 5/5/2019	Monday 5/6/2019	Tuesday 5/7/2019	Wednesday 5/8/2019	Thursday 5/9/2019
Chicago, IL-S Delano Ct W IdentoGO 1136 S Delano Ct W Ste B201 Chicago, IL 60605 Directions	Schedule Full	Schedule	Closed	Schedule	Schedule	Schedule	Schedule

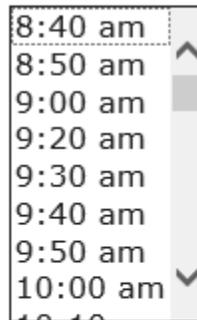
- o NOTE: If you determine that you would prefer to submit a fingerprint card for cardscan processing, please click 'Click here to register to send in your fingerprint card through the mail' and you will be re-routed cardscan pre-enrollment (skip to #15).

9. To continue with the livescan pre-enrollment, click on 'Schedule' for the date that you are requesting to schedule.

[Click here to register to send in your fingerprint cards through the mail.](#)

Zip Code: 60007 Change	Friday 5/3/2019	Saturday 5/4/2019	Sunday 5/5/2019	Monday 5/6/2019	Tuesday 5/7/2019	Wednesday 5/8/2019	Thursday 5/9/2019
Chicago, IL-S Delano Ct W IdentoGO 1136 S Delano Ct W Ste B201 Chicago, IL 60605 Directions	Schedule Full	Schedule	Closed	Schedule	Schedule	Schedule	Schedule

10. Continue your pre-enrollment by selecting an appointment time and clicking on 'Continue'.



11. Complete your appointment pre-enrollment by providing additional applicant information.

The screenshot shows the 'Florida Applicant Information' form on the Identogo website. The form is divided into several sections:

- APPLICANT NAME:** Fields for prefix, first name, middle name, last name, and suffix.
- APPLICANT ALIAS OR MAIDEN NAME:** Fields for prefix, first name, middle name, last name, and suffix.
- HOME ADDRESS:** Fields for number, direction, street name, unit designator, country, city, state, and zip code.
- METHODS OF CONTACT:** Fields for phone 1 type, phone 2 type, phone 1 number, phone 2 number, email, and confirm email. There are checkboxes for 'Please check if you have no email' and 'Yes, please email me educational materials, special offers and information about other Identogo products and services.'
- APPLICANT DEMOGRAPHIC DATA:** Fields for date of birth, gender, height, weight, race, ethnicity, hair color, eye color, place of birth, citizen country, social security number, driver's license/state ID number, and nonstate state.
- APPLICANT EMPLOYER INFORMATION:** Fields for employer name, employer phone, number, direction, street name, apartment #, country, employer city, state, and employer zip.

A 'Submit' button is located at the bottom right of the form. At the bottom of the browser window, there is a footer that reads: 'If you have any questions with the website, please call (800) 525-5356.'

12. Review provided information. If all information is accurate, click 'Go' to continue to the payment information.

GO IdentoGO

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IdentoGO English · Español

Florida Information Verification

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT ----> [Go >](#)

APPLICATION DETAILS

agency name
DFS - Dept. of Financial Services

ori number
FL921060Z - INSURANCE - AGENT

fingerprint reason
FDOI APPLICANT INSURANCE AGENT

APPOINTMENT DETAILS [#CHANGES](#)

location
State Delivery
TN State Delivery
600 Charlotte Ave
Nashville, TN 37243
United States

appointment date/time
Friday, April 19, 2019 at 9:00am

APPLICANT DETAILS [#CHANGES](#)

name
Test Testjdo

home address
123 Testing
Nashville, TN 37010
United States

phone 1
222-333-4444 (Cell)

email
jesse.coultas@us.idemia.com

preferred contact method
Phone 1

date of birth
01/01/1950

gender
Male

height
04 ft. 00 in.

weight
123 lbs.

race
American Indian

hair color
Bald

eye color
Black

place of birth
Alabama

citizen country
United States

IF ALL INFORMATION APPEARS CORRECT ----> [Go >](#)

If you have any questions with the website, please call (800) 528-1358.

13. Select your method of payment.

IdentoGO [Start Over](#)
English · Español

Florida Payment Collection

Your fingerprinting fee is \$45.80. Any applicable taxes are not included. Please choose a payment method below.

Pay Onsite (At appointment)

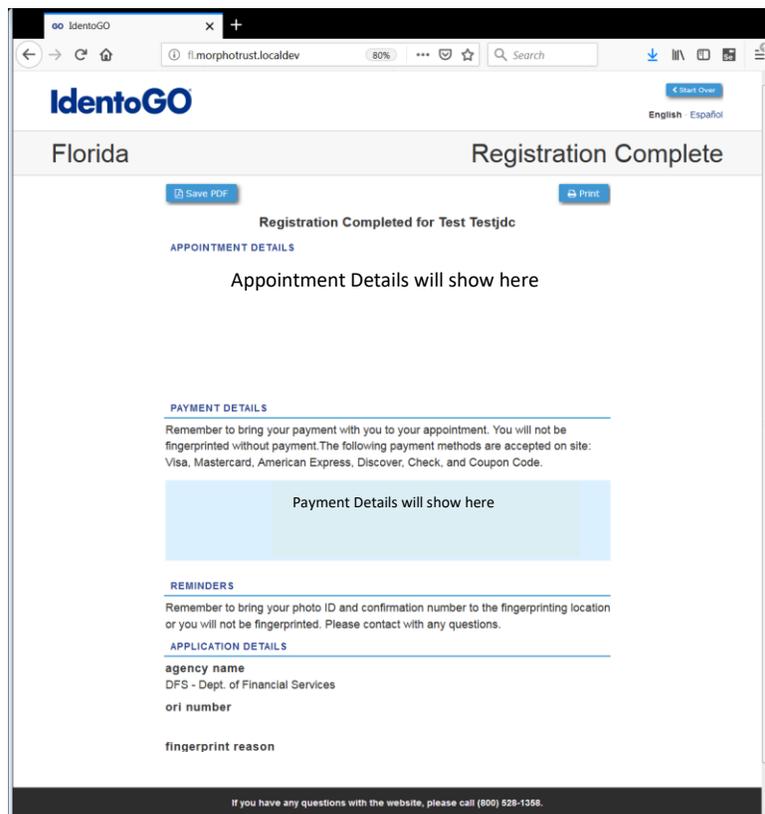
Visa, Mastercard, American Express, Discover, or Check

Coupon Code

Pay Online Now

Billing Account

14. Your pre-enrollment is now complete.





15. In the event that there is not an available Identogo Enrollment Center in your area, or you choose to submit a fingerprint card by mail. You will need to follow the online pre-enrollment instructions #11 and #12.

16. Select your fingerprint card option.

Select the shipping method for the fingerprint hard cards which will be mailed to you.

- Standard Included in fee. Customer will receive cards within 16 business days of registration and payment. Fingerprint cards shipped via USPS Bulk Mail.
- Fast Track For a \$2.75 additional fee, customer will receive fingerprint cards within 7 days of registration and payment. (Orders placed before 12:00 p.m. CST Monday through Friday will ship the same day).
- Express For a \$8 additional fee, customer will receive fingerprint cards within 5 days of registration and payment. (Orders placed before 12:00 p.m. CST Monday through Friday will ship the same day).
- Overnight Overnight delivery. For a \$35 additional fee, customer will receive fingerprint cards the day after registration and payment. (Orders must be placed before 12:00 p.m. CST Monday through Friday to ship the same day for next day delivery).
- No Cards No cards will be mailed.

Go

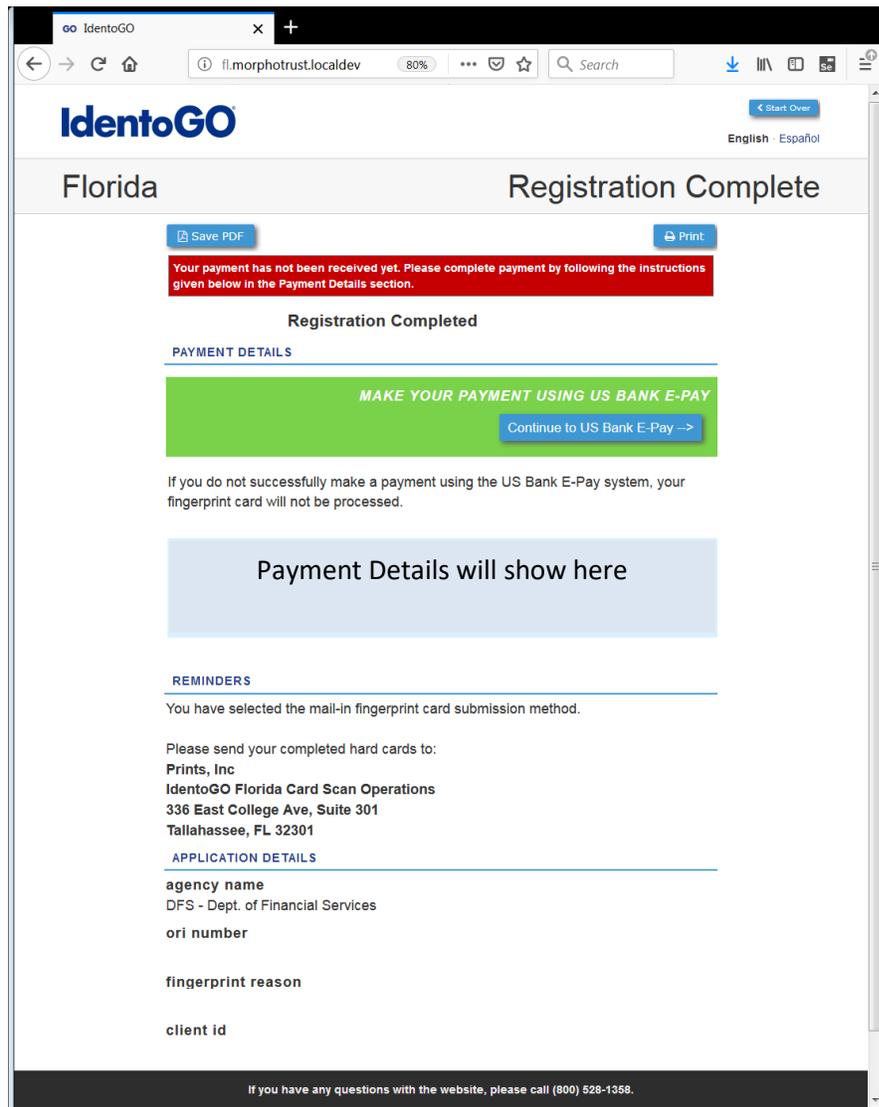
17. Select your payment method. Please note that your fee will be based on your fingerprint card delivery option selected in #16.

Your fingerprinting fee is \$. Any applicable taxes are not included. Please choose a payment method below.

- eCheck (pay now)
- Visa or Mastercard (pay now)
- Billing Account

- Yes, I have a referral code to enter

18. On the Registration Complete page, you will need to click 'Continue to US Bank E-Pay' to provide payment. You may not send fingerprint cards without a Payment Confirmation Number. YOU MUST CONTINUE TO THE PAYMENT SCREEN TO COMPLETE YOUR PAYMENT.



IdentoGO

Florida Registration Complete

Save PDF Print

Your payment has not been received yet. Please complete payment by following the instructions given below in the Payment Details section.

Registration Completed

PAYMENT DETAILS

MAKE YOUR PAYMENT USING US BANK E-PAY

Continue to US Bank E-Pay ->

If you do not successfully make a payment using the US Bank E-Pay system, your fingerprint card will not be processed.

Payment Details will show here

REMINDERS

You have selected the mail-in fingerprint card submission method.

Please send your completed hard cards to:
Prints, Inc
IdentoGO Florida Card Scan Operations
336 East College Ave, Suite 301
Tallahassee, FL 32301

APPLICATION DETAILS

agency name
DFS - Dept. of Financial Services

ori number

fingerprint reason

client id

If you have any questions with the website, please call (800) 528-1358.



Additional Information for Cardscan Submission

- Applicants registering for the Department of Financial Services will receive a fingerprint card packet with specific instructions. IdentoGO mails the card packet within 2 days of registration. Per US Postal Service guidelines, it may take up to 14 calendar days to receive your cards. DFS applicants must use the fingerprint cards provided by IdentoGO.
- Applicants must be fingerprinted by a local law enforcement agency or other agency authorized to collect fingerprints. Many security companies provide this service. These fingerprints may be either traditional ink rolled fingerprints or Live Scan fingerprints.
- Applicants need to make sure the fingerprint card is completely filled out and matches what has been submitted during the registration process. Required information includes: ORI number, full name, social security number (if required by agency), date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted.
- The ORI number that should be used on the fingerprint card is usually available on the processing instructions provided by the state agency.
- Reason fingerprinted should specify what type of license the applicant is applying for (construction, elder affairs, bar applicant, etc.)
- Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the licensing process. If there is a discrepancy between the information provided in the IdentoGO registration system and the information provided on the card, the IdentoGO registration system information will be used.
- Please send your completed fingerprint card to:

**Prints, Inc.
Florida Card Scan
100 Salem Ct.
Tallahassee, FL 32301**