



## Kentucky

### Enrollment Services Statewide Network

IDEMIA Identity and Security USA, LLC (“IDEMIA”) is pleased to offer a new service - No Charge Authorization Codes (NCAC), also referred to as coupon codes. This service will allow you to establish an account that is backed by a major credit card (currently VISA, MasterCard, Discover and AMEX).

The benefit of a credit card-backed NCAC account is that your credit card is charged ONLY when one of your applicants is fingerprinted and an NCAC is redeemed. The applicant may select “coupon code” as a payment method during applicant registration. The coupon code will need to be provided to the enrollment agent on site as payment at the time of service.

NCACs will expire 1 (one) year from date of issuance or at the credit card expiration date, whichever comes first. Expired NCACs will not be charged to your credit card. This design feature assists you in controlling the distribution of NCAC codes and assists in preventing fraud. The assigned primary contact for your account will be responsible for issuing and controlling the use of NCACs provided. The assigned primary contact should request all applicants to provide a copy of their enrollment receipt in order to assist you with your record-keeping.

Please review the following guidelines before you open an NCAC account:

- A minimum of 50 (fifty) NCAC codes per service type must be requested at any one time.
- Customers may open only one account per tax ID number and billing address.
- Complete and return the attached NCAC Agreement, Credit Card Authorization and Customer Account Information forms in their entirety to our Billing department via fax at 952-945-3326.
- The Customer Account Information form is used to identify those email addresses to which IDEMIA should send NCACs for your account.
- Upon receipt and execution of the requested documentation, IDEMIA will provide your assigned primary contact with NCAC’s. Allow 3-5 business days for processing.
- Your nine-digit Federal tax ID number or EIN number will be the identifier for your account, along with an account name. The assigned primary contact must provide this information to order additional NCACs.
- Additional NCACs may be requested by submitting a re-order form, located at the “Download Forms and Links” section on our web site, <https://www.identogo.com/locations/Kentucky>. All re-order forms must be submitted via email to: [KYUEPAccounts@us.IDEMIA.com](mailto:KYUEPAccounts@us.IDEMIA.com).

If the NCAC payment method does not work for you, other payment options are available.

- Credit Card onsite (Card holder must be present)
- Money Order per individual fingerprinting applicant



*Steps to Redeem an NCAC*

1. Pre-enroll and schedule a fingerprint appointment in the Commonwealth of Kentucky at <https://www.identogo.com/locations/kentucky/>.
2. When prompted to choose the form of payment, select the Coupon Code option.
3. NCAC “Coupon Codes” are associated with a specific applicant type. Be sure the NCAC provided to the applicant is associated with the proper applicant type. Otherwise, the applicant will be prompted for another form of payment at the enrollment session as the applicant will be required to pay for his or her enrollment with a payment method other than Coupon Code.
4. Ensure that the applicant retains or returns a copy of the receipt to you for your records if needed for auditing requirements. The applicant may ask for more than one copy of their receipt at the enrollment center at the time of fingerprinting.

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This NCAC Agreement ("Agreement") is between IDEMIA Identity and Security USA, LLC ("IDEMIA") and the company or organization identified below ("Customer"), and sets forth the terms and conditions under which IDEMIA will provide no-charge authorization codes ("Authorization Code(s)") to Customer for distribution to applicants required to submit to a fingerprint based background check ("Applicant(s)") through the Commonwealth of Kentucky, Digital Fingerprint Program.

Applicants will present an Authorization Code to IDEMIA at the time IDEMIA collects their fingerprints and verifies their biographic information ("Applicant Information"). Upon IDEMIA's collection of Applicant Information, IDEMIA will charge the credit card identified by Customer in a Credit Card Authorization Agreement ("Credit Card").

IDEMIA will provide an initial quantity of \_\_\_\_\_ (minimum order of 50) Authorization Codes to Customer upon execution of this Agreement and a Credit Card Authorization Agreement. All of the codes will expire one (1) year of the date of issuance to Customer or at the date of expiration of the Credit Card, whichever occurs first. Customer will not be charged for Authorization Codes that have not been redeemed before expiration. IDEMIA will provide additional Authorization Codes at a quantity (minimum order of 50) requested by Customer. The provision and redemption of additional Authorization Codes provided to Customer will be governed by the terms of this Agreement.

IDEMIA will provide all Authorization Codes to an email address provided by Customer, in a password-protected file. Customer may distribute the Authorization Codes to applicants via any method of delivery (e.g., email, US mail).

If the Commonwealth of Kentucky or other relevant government agency authorizes or dictates a fee increase or decrease in Fingerprint fees, IDEMIA will charge Customer the new fee for any redemption of Authorization Codes occurring on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer will be responsible for all Credit Card charges for Authorization Codes issued to Customer and provided to IDEMIA by applicants, regardless of whether the corresponding Authorization Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not issue the Authorization Codes, or that are transferred in violation of any terms and conditions under which Customer distributes the Authorization Codes.

If a charge to the Credit Card is declined by IDEMIA's payment processor or by the issuer of the Credit Card, or if IDEMIA is otherwise unable to obtain payment through the Credit Card, or if any IDEMIA charges to the Credit Card are refused or disputed, IDEMIA will require payment in full prior to or at the time of processing any further applicants of Customer, until such time that IDEMIA notifies Customer that the payment issue has been resolved.

Please indicate acceptance of these terms by having an authorized representative of Customer sign below, and return a copy to IDEMIA via fax at 952-945-3326.

ACCEPTED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

Name of Customer: \_\_\_\_\_ EIN or Tax ID: \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Service Code (s): \_\_\_\_\_

ORI: \_\_\_\_\_ Reason for printing: \_\_\_\_\_



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#### Customer Account Information

Legal Company Name: \_\_\_\_\_

Legal Address: \_\_\_\_\_

\_\_\_\_\_

Tax ID: \_\_\_\_\_ \*if tax exempt submit exemption certificate

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone : \_\_\_\_\_

Primary Contact Email : \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone : \_\_\_\_\_

Secondary Contact Email : \_\_\_\_\_

Please fax this form back with initial NCAC agreement and credit card authorization to **952-945-3326**

**\*Please note if contact information in the future needs to be changed, it must be done so through email to: [KYUEPAccounts@US.IDEMIA.com](mailto:KYUEPAccounts@US.IDEMIA.com) by an established POC.**



State  
KY

<i>For Internal Use Only</i>	
Charge Date:	_____
Approval:	_____
Apply Date:	_____
Email Receipt:	<input type="checkbox"/>

Credit Card Authorization: UEP 'Authorization Code' payments

Current Date:

CUSTOMER INFORMATION	
Company Name:	Contact Email Address:
Customer Contact:	Contact Phone Number:

**CUSTOMER AUTHORIZATION**

By signing below, I authorize IDEMIA to charge my credit card ending in   
 (last four digits of card) for the full transaction value of each unique 'Authorization Code' presented  
 for the purpose of completing any UEP transaction performed on my companies behalf.

Signature (must be physical signature):	Current Date:
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Printed name:	Email:
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To Be Retained

To Be Destroyed

CARD HOLDER INFORMATION	
Full Name on Card:	Card Type:
	<b>VISA</b> <b>Master Card</b> <b>Discover</b> <b>American Express</b>
Credit Card Number:	Credit Card Expiration Date:
CSV Code:	Amount to be Charged in USD\$: