

Non-Resident Manual Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use the Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Cardscan Submissions

Applicants must go online to the enrollment website at www.identogo.com or call our customer service center at (866) 254-2366 to complete the registration process. During the registration process, applicants should select "Register for Fingerprint Card Processing Service" (2nd option below) on the Fingerprinting and Enrollment Services page. This will identify that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the South Carolina Law Enforcement Division.

South Carolina

For Licensing, Certification or Employment requirements in South Carolina To Mail In Your Fingerprint Card 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 Schedule a New Appointment Schedule a New Appointment Schedule and Process Conso one of the below methods to locate your registration. Please choose one of the below methods to locate your record. Schedule a New Appointment Appointment Registration ID (REGID) Email Address

T: +1 615-771-0522

F: +1 615-778-5780

www.ldentoGO.com

Fingerprinting & Enrollment Services

IdentoGO

- Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration.
 When paying by check, only business checks and money orders are accepted. These should be made payable to MorphoTrust USA LLC.
- A registration number will be supplied at the end of the registration process. This
 registration number must be recorded on the fingerprint card when it is submitted for
 proper processing and to avoid delays.
- Pre-registration and pre-payment are required for all cardscan submissions. Any cards received without both those requirements being met will be returned to applicant unprocessed.
- Applicants should obtain a set of fingerprints from a local law enforcement agency or
 other entity that provides fingerprinting services. These fingerprint cards may be either
 traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
- Fingerprints must be submitted on FBI applicant cards (FD-258).
- FBI fingerprint cards are available from the state agency requiring you to be fingerprinted (i.e. Department of Education, Insurance, Labor, etc.) Due to agency specific information, we do not provide fingerprint cards to applicants.
- Applicants need to make sure the fingerprint card is completely filled out (sample card
 on following page). Required information includes: ORI number, full name, social
 security number, date of birth, home address, sex, height, weight, hair color, eye color,
 place of birth (state or country only), citizenship, reason fingerprinted and the
 confirmation number provided to you at the end of the registration process.
- The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.
- 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 fingerprint submission process.
- The fully completed card should then be mailed to the following address:

IDENTOGO CARDSCAN DEPARTMENT 6840 CAROTHERS PARKWAY, STE 650 FRANKLIN, TN 37067-9929

<u>Please include a daytime telephone number where the applicant can be reached if we have</u> a question about the fingerprint card.

- Do not send completed certification or licensing applications to IdentoGO. These documents should be returned to the state agency that will be issuing the license.
- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative. Please allow 5-7 business days after mailing for results to be communicated after mailing the cards before calling to inquire.

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APPLICANT - See Privacy Act Notice on Suox FD-258 (Rev 99-13) 1110-0046 SIGNATURE OF PERSON PINGERPRINTED RESIDENCE OF PERSON PINGERPRINTED	TYPE OR PRINT A	ALL INFORMATION IN BLACK FIRST NAME MIDDLE NAME O R CONFIRMATION IN BLACK Enter registration confirmation here. Date of Birth D Month Day Yea	n OB
	CITIZENSHIP CTZ	SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH PC	OB OB
DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. OCA		—
EMPLOYER AND ADDRESS List agency name here.	FBINO. FBI	LEAVE BLANK	I
List agoney name note.	ARMED FORCES NO. MINU	CLASS	I
REASON FINGERPRINTED	SOCIAL SECURITY NO. SOC	4	I
		REF.	—I
	MISCELLANEOUS NO. MINU		
1. R. THUMB 2. R. INDEX 6. L. THUMB 7. L. INDEX	3. R. MIDDLE 8. L. MIDDLE	4. P. RING S. R. LITTLE 9. L. RING 19. L. LITTLE	
LEFT FOUR FINGERS TAKEN SMULTANEOUSLY	L.THUMB R.TI	THUMB RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

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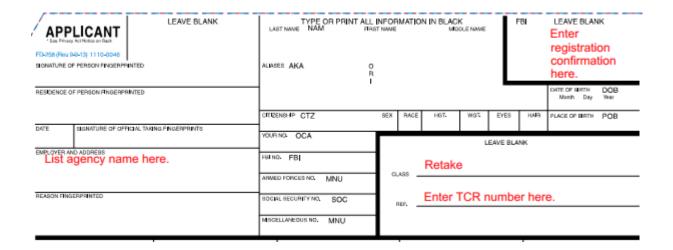
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Retake Submissions

For submitting retake fingerprint cards, please see the instructions below for where to place notification of retake and TCR number.



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