



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

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in South Carolina

<p>For New Appointments</p> <p>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.</p> <p>Schedule a New Appointment</p>	<p>To Mail In Your Fingerprint Card</p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to MorphoTrust USA after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</p> <p>Register for Fingerprint Card Processing Service</p>	<p>To Change an Existing Appointment</p> <p>To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>Email Address</p>	<p>For Fingerprint Rejection Notices</p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Transaction Control Referral (TCR)</p>
--	---	---	--



- 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

Please include a daytime telephone number where the applicant can be reached if we have 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.**

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (Rev 9-9-13) 1110-0046 SIGNATURE OF PERSON FINGERPRINTED		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME NAM FIRST NAME MIDDLE NAME				FBI LEAVE BLANK Enter registration confirmation here.		
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		O R I		DATE OF BIRTH DOB Month Day Year		PLACE OF BIRTH POB		
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			CITIZENSHIP CTZ	SEX	RACE	HGT.	WGT.	EYES	HAIR
EMPLOYER AND ADDRESS List agency name here.		YOUR NO. OCA		LEAVE BLANK						
REASON FINGERPRINTED		FBI NO. FBI		CLASS _____						
		ARMED FORCES NO. MNU		REF. _____						
		SOCIAL SECURITY NO. SOC								
		MISCELLANEOUS NO. MNU								
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				



Retake Submissions

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

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (Rev. 9-6-13) 1110-0546		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK								FBI		LEAVE BLANK					
SIGNATURE OF PERSON FINGERPRINTED				LAST NAME NAM		FIRST NAME		MIDDLE NAME						Enter registration confirmation here.					
RESIDENCE OF PERSON FINGERPRINTED				ALIAS/AKA		O R I						DATE OF BIRTH Month Day Year		DOB Year					
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX		RACE		HGT.		WGT.		EYES		HAIR		PLACE OF BIRTH POB	
EMPLOYER AND ADDRESS List agency name here.				YOUR NO. OCA														LEAVE BLANK	
REASON FINGERPRINTED				FBI NO. FBI										CLASS				Retake	
				ARMED FORCES NO. MNU										REF.				Enter TCR number here.	
				SOCIAL SECURITY NO. SOC															
				MISCELLANEOUS NO. MNU															