

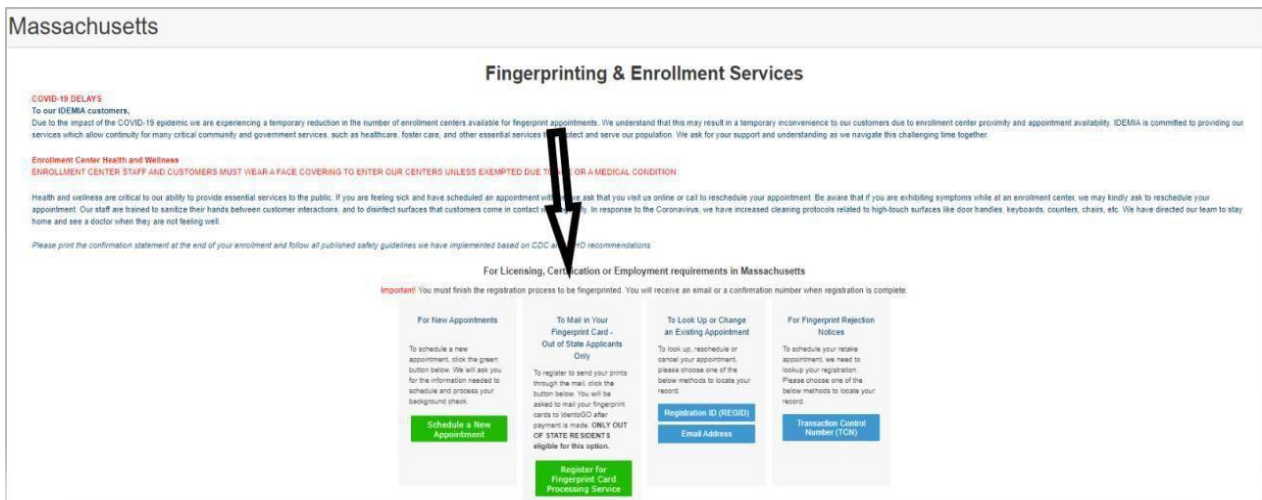
Massachusetts Card Scan Processing Procedures

Applicants who reside out of state may use IdentoGO's 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.

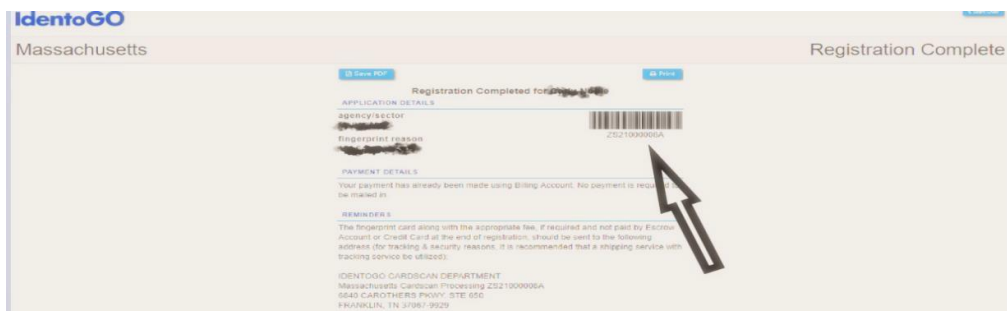
Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay processing.

Commonwealth of Massachusetts

1. Applicants must go online to the IdentoGO website (<https://ma.ibtfingerprint.com/>) or call the toll free registration center at 1-866-349-8130 and complete the registration process. To begin the registration process, applicants should select **"Register for Fingerprint Card Processing Service"** on the main landing page.



2. Include two (2) methods of contact for each applicant submission so that our team can reach out to the applicant if there are any questions related to the processing of their fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc.)
3. Applicants are required to pre-pay all fees online during the registration process.
4. Applicants should complete the entire registration process; a CONFIRMATION NUMBER will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. This confirmation number must be recorded on the fingerprint card when it is submitted to IdentoGO for proper processing.



5. Record the CONFIRMATION NUMBER in the Ref. area designated below of the FD-258 Fingerprint Card

The image shows a standard FBI FD-258 Fingerprint Card form. The form is divided into several sections. The top left section is labeled 'APPLICANT' and contains fields for 'SIGNATURE OF PERSON FINGERPRINTED', 'RESIDENCE OF PERSON FINGERPRINTED', 'DATE', 'SIGNATURE OF OFFICIAL TAKING FINGERPRINTS', 'EMPLOYER AND ADDRESS', and 'REASON FINGERPRINTED'. The top right section is labeled 'TYPE OR PRINT ALL INFORMATION IN BLACK' and contains fields for 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', 'ALIAS', 'AKA', 'D', 'R', 'I', 'I', 'DATE OF BIRTH', 'DOB', 'SEX', 'RACE', 'HT', 'WT', 'EYES', 'HAIR', 'PLACE OF BIRTH', and 'POB'. The bottom section contains fields for 'YOUR NO.', 'OCA', 'FBI NO.', 'ARMED FORCES NO.', 'MNU', 'SOCIAL SECURITY NO.', 'SOC', 'MISCELLANEOUS NO.', 'MNU', 'CLASS', and 'REF'. The 'REF' field is circled in yellow.

6. Fingerprints must be submitted on standard FBI applicant cards (FD-258). In order to obtain an FBI applicant card (FD-258), please send an email to safis@mass.gov with the email subject line: FD-258 Request and include in the email the following details:
- First and Last Name
 - Mailing Address
 - Telephone Number
 - Email Address
 - Name of Massachusetts Agency Requesting Fingerprints i.e., Dept. of Elementary and Secondary Education, Dept. of Revenue
7. The SAFIS Unit will provide applicants with two (2) FD-258 cards. Applicants must retain the second FD-258 card in the event the first submission is rejected due to a quality issue. Applicants will be contacted by email (if provided) or phone if the initial fingerprint submission is rejected.
8. Applicants must make sure to complete all required fields on the fingerprint card. **Required information includes: Full name, Date of Birth, and the confirmation number provided at the end of the registration process.**
- If the fingerprint card is a second submission due to a quality rejection on the first submission, please include the original TCN on the fingerprint card. You may also include your rejection notification with the card submission.
9. Applicants should obtain a set of fingerprints from a local law enforcement agency or an IdentoGO location that offers "Print-n-GO!" retail services (<https://uenroll.identogo.com/workflows/1111G2>). These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed on fingerprint cards.
- Applicants may be charged an additional fee to have fingerprints taken.
 - Applicants will be required to show identification at the time of fingerprint. Please check with the location for their specific identification requirements.
10. The fingerprint card should then be sent to IdentoGO. The mailing address is subject to change and the most current mailing address will appear on your confirmation page. We recommend that a tracking service for security and monitoring of your submission is utilized. Current mailing address is:

IdentoGO
Cardscan Department - MA Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

Applicants wishing to check on the status of their fingerprint card processing may call 1-866-349-8130 and speak with a customer service representative. Please allow 5-7 days from the date of receipt by IdentoGO before contacting us regarding processing status.