

Massachusetts Non-Resident Fingerprint Process Overview

Applicants who reside outside of the Commonwealth of Massachusetts and who are unable to travel to Massachusetts, have two options for completing their enrollment:

Option 1: Out-of-State Digital Fingerprinting Services (Live Scan) - Complete an Out-of-State (OOS) enrollment at one of our 600+ nationwide UEP enrollment centers. The same pre-enrollment process is used for applicants as if they were in Massachusetts.

- Utilizing an Out of State facility improves the fingerprint quality and is more secure due to the same ID documents being required at an in-state enrollment site. It also makes the process much more streamlined when compared to completing hard cards, mailing them in, and waiting for them to be processed.
- Important: An OOS Livescan Processing Fee of \$39.95 is required to be paid by the applicant at the Enrollment Center, along with any other fees associated with the enrollment. Applicants will see this additional fee prior to completing scheduling during the registration process.

Option 2: Mail in Your Fingerprint Card - Send fingerprint hard cards to our Cardscan Conversion facility, where IDEMIA will convert the cards into an electronic submission and transmit through the same process as if the applicant visited an enrollment center. Mailing instructions are provided to the applicant once their pre-enrollment registration is complete.

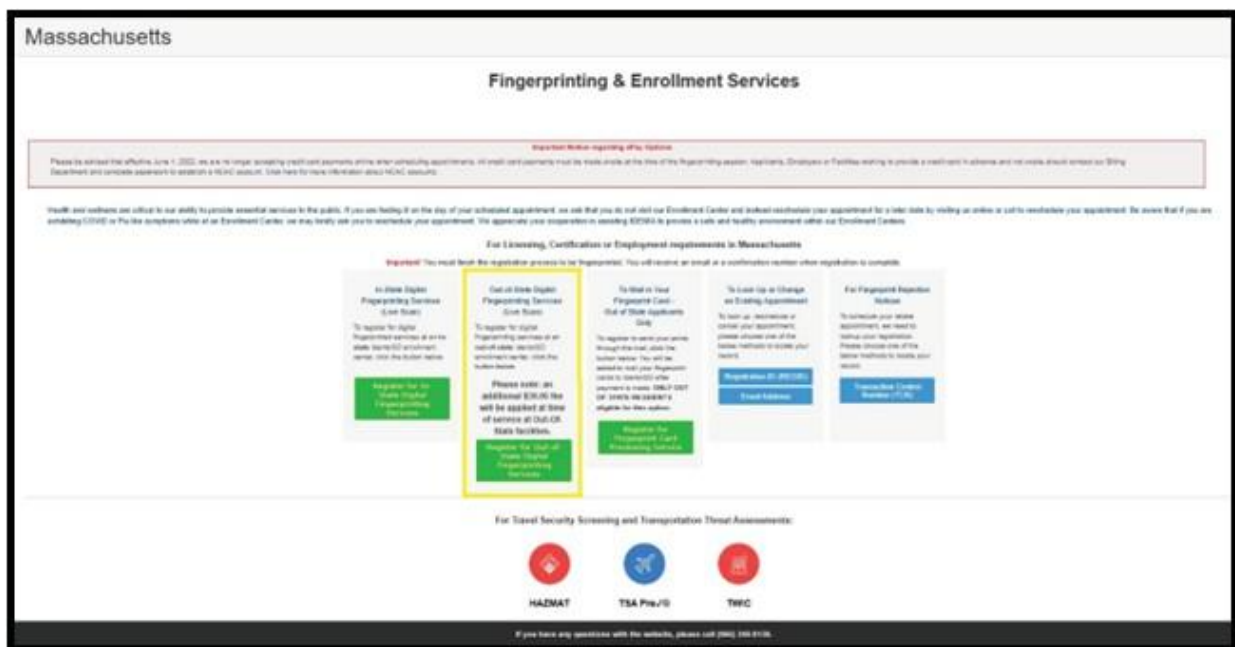
The following pages provide a full set of instructions for each of the processes, *Mail in Your Fingerprint Card* or *Out-Of-State Digital Fingerprinting Services (Live Scan)*:

- Page 2: **Out-Of-State Digital Fingerprinting Services (Live Scan)**
- Page 5: **Mail in Your Fingerprint Card**

Out of State Digital Fingerprinting Registration Process

The OOS Digital Fingerprinting option is available to applicants who do not live in Massachusetts and/or are not able to travel to a Massachusetts fingerprinting location. During registration, applicants will have the ability to change to the *Mail in Your Fingerprint Card* option if a suitable enrollment center location is not able to be identified.

1. Go to <https://ma.state.identogo.com>.
2. Select the **Register for Out of State Digital Fingerprinting Services (Livescan)** option.



- ❖ *An additional \$39.95 Convenience Fee will be charged at the time of service at the Out of State location. This fee is the responsibility of the applicant and is not covered by the requesting agency.*

- Applicants will enter the required information just as they would if they were scheduling an appointment for a local Massachusetts Enrollment Center today.

Massachusetts Application Details

Please select agency/sector from the list below.

agency/sector *

This field cannot be empty

Go

Reset

- Applicants will enter the area zip code they would like searched for the closest enrollment center.
 - Enrollment Centers will display based on proximity to the zip code entered.
 - If there is not an Enrollment Center in your area, you have the option to stop the pre-enrollment for OOS and begin pre-enrollment to complete the Cardscan process - *Mail in Your Fingerprint Card.*

IdentoGO Start Over

Massachusetts Appointment Details

Enter a zip code to determine the closest fingerprinting location.

Go

© POLICY / PRIVACY STATEMENT If you have any questions with the website, please call (866) 349-8130. 2017 © IDENTOGO. ALL RIGHTS RESERVED.

- Locations and Days of Operation will appear.
 - Applicants should select the location, date, and time they would like to schedule an appointment.

IdentoGO ← Start Over

Massachusetts Appointment Details

CC Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Zip Code 01570 Change	Next Week ▶						
	Wednesday 12/1/2021	Thursday 12/2/2021	Friday 12/3/2021	Saturday 12/4/2021	Sunday 12/5/2021	Monday 12/6/2021	Tuesday 12/7/2021
ABC Enrollment Center ABC Enrollment Center Building 301 Falls Blvd Quincy, MA 02169	Directions	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
Boston, MA Drydock Ave IdentoGO 5-11 Drydock Ave Ste 2040 Boston, MA 02210	Directions	Schedule	Schedule	Schedule		Schedule	Schedule

If you have any questions with the website, please call (866) 349-8130.

© POLICY | PRIVACY STATEMENT 2017 © IDENTOGO. ALL RIGHTS RESERVED.

- A Summary Page is displayed requesting applicants to verify the information collected. This process remains the same as what would occur for in-state applicants.

[Save PDF](#) [Print](#)

Registration Completed for John Q Public

APPOINTMENT DETAILS

location Benton Harbor - Colfax Ave Rover Security 276 Colfax Ave Benton Harbor, MI 49022 United States Get directions from Google Maps.	appointment Date: 04/29/2021 Time: 09:40 AM registration id 0A21001948E
---	---

PAYMENT DETAILS

Please remember to bring your payment with you to the processing site. If paying by Money Order or Cashier's Check please make payable to IDEMIA for the exact amount. The following payment methods are accepted on site: Credit Card, Certified Check or Money Order, and Coupon Code. Your total is \$15.00.

Please note: an additional \$39.95 fee will be applied at time of service at Out-Of-State facilities.

REMINDERS

ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE OR A MEDICAL CONDITION.

COVID-19 Precautionary Measures

- Do not enter the enrollment center if you have symptoms, are awaiting the results of a COVID-19 test, or have been advised to self-quarantine
- If you are exhibiting symptoms, have a cold, or suspect you have the flu, we ask that you reschedule and fingerprint at a later date
- Please have identification documents and payment in your hand
- Do not place personal items (purses, hats, cell phones, etc.) on the counter or desk
- Practice social distancing, please maintain a 6' distance between other customers.

Wait times may be longer than normal due to sanitizing protocol of equipment and procedures between appointments.

Mail in Your Fingerprint Cards – Cardscan Process

Applicants who reside outside of the Commonwealth of Massachusetts may use the IdentoGO Cardscan Processing Program. The Cardscan Processing Program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. The section below details the procedures for submitting fingerprints to the Cardscan Processing Unit.

Massachusetts Fingerprint Card Requirements:

Applicants can obtain a set of fingerprints on a FD-258 card from a local law enforcement agency or an IdentoGO location that offers "Print-n-GO!" retail services (<https://uenroll.identogo.com/workflows/1111G2>). These fingerprints may be either traditional ink rolled or electronically captured and printed on fingerprint cards.

*** Provide the following information to the technician capturing the fingerprints***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted below:



- Massachusetts State Police will reject and refuse to process any fingerprint cards that have the four finger slap prints at an angle.

- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
- Massachusetts State Police will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

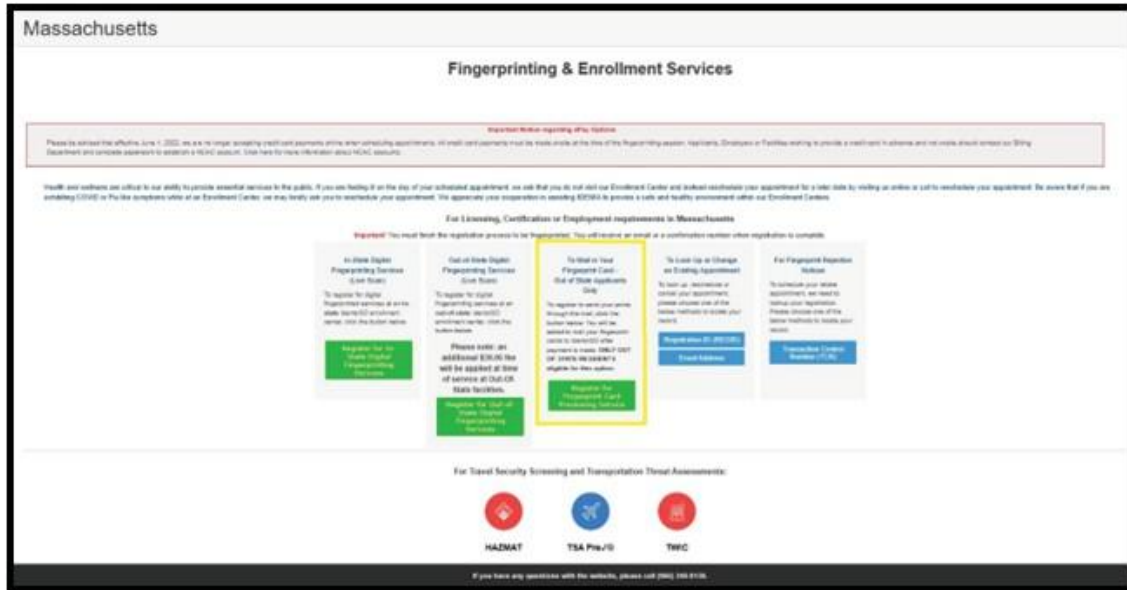
- Fingerprints must be submitted on a standard fingerprint card (FBI, State or Local Law Enforcement). IDEMIA will not process any submissions that are printed on a foreign, non-US fingerprint card. The fingerprint card must be completely filled out in legible print. The following information must be included, or the Fingerprint Card will not be processed:

- | | |
|-----------------|--|
| ✓ Full Name | ✓ Weight |
| ✓ Date of Birth | ✓ Hair color |
| ✓ Home Address | ✓ Eye color |
| ✓ Sex | ✓ Place of birth (state or country only) |
| ✓ Height | ✓ Citizenship |

Process to Mail in Your Fingerprint Cards:

1. Applicants should obtain a set of fingerprints on a FD-258 card from a local law enforcement agency or an Identogo location that offers "Print-n-GO!" retail services (<https://uenroll.identogo.com/workflows/1111G2>). These fingerprints may be either traditional ink rolled 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 processing. Check with the location for their specific identification requirements.
2. Once fingerprints are captured on a fingerprint hard card and the individual's demographic data is filled out completely, follow these steps to pre-enroll:
 - A. Go online to the Identogo website, <https://ma.state.identogo.com> , or call the toll-free registration center at 1-866-349-8130.

- B. Select the option to **Register for Fingerprint Card Processing Services**



- C. Select **OK** when the disclaimer pops-up asking to confirm that you want to submit a Hard/ Ink Card to IdentoGO.
- D. On the next page, select the appropriate Agency/Sector from the dropdown lists. This information is provided by your Agency regarding the reason you need to complete the fingerprint-based background check.
- E. Next, enter complete demographic information. Make sure the information entered matches EXACTLY to the data fields filled out on the fingerprint hard card.
- F. Complete payment using a credit card or NCAC coupon code.
- G. Print the barcode sheet that displays when registration is complete.
- H. Sign the Barcode confirmation page and include it in your submission to be mailed.

Shipping Fingerprint Hard Card for Massachusetts Processing

Ship the fully completed fingerprint hard card along with the barcode sheet (example below) signed by the applicant to the address noted on the barcode confirmation page.

IMPORTANT: Always utilize the shipping address located on your Bar Code confirmation page.

Sample Bar Code Confirmation Page

IdentoGO English Español

Massachusetts Registration Complete

Important!
YOU ARE REQUIRED TO PRINT, SIGN AND MAIL THIS DOCUMENT WITH YOUR FINGERPRINT CARD

[Save PDF](#) [Print](#)

State as of 12/28/2017

You Enrolled
You have successfully enrolled.

Step 1 of 4 - REVIEW INFORMATION

Name	John Doe
Date	12/1/2017
LIC ID	
RegID	
Service	

Payment Method Credit Card
Payment ID 0074000000
Paid in Full 00.00

Step 2 of 4 - SIGN MAILER
IMPORTANT! READ CAREFULLY BEFORE SIGNING

Fingerprint Based (Online History Record Request Authorization and Notification Form)

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/enrollment/enrollment process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Massachusetts Bureau of Investigation for the purpose of identifying and removing false and invalid criminal history that may pertain to an identity pursuant to 93 CMR, Sections 16.00-16.06.

I acknowledge that I have been notified of the procedure to challenge the accuracy or completeness of my record, set forth in Title 93 CMR 16.00. I am aware that a copy of these procedures may be downloaded from FBI.gov.

I AGREE and affirm that I have read and fully understood the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. My signature indicates agreement with the terms and conditions of the background investigation.

Signature: _____ Date: _____

Step 3 of 4 - PROVIDE APPLICANT CONTACT INFORMATION

Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Current Email Address

Step 4 of 4 - MAIL DOCUMENTS TO IDENGO

Please mail the following documents to the address provided below:

- This printed and signed document (digital forms will not be processed and will be returned for signature)
- Completed fingerprint card

NOTE: Your social security number is required and must be included on the fingerprint card. Failure to provide social security number will result in cards being returned to you unprocessed. If you do not have a social security number, please reach out to your requesting agency for further instructions.

Important Reminders

- Include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.
- Failure to completely fill out the information on a fingerprint card will result in the card being returned to the applicant and delay the process.
- Applicants wishing to verify that a fingerprint card has been processed can call the toll free IdentoGO Customer Service Call Center at (866) 349-8130 and speak with a customer service representative. Allow at least ten (10) business days before checking status.