

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Tennessee or who are physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

Please 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 to the right:

• 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.

• Submitting Fingerprint Cards:

- o Fingerprints may be submitted on standard FD-258 FBI applicant cards.
- 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
 - ✓ Date of birth
 - ✓ Social Security Number
 - ✓ Home address
 - ✓ Sex
 - ✓ Height
 - ✓ Weight
 - ✓ Hair color
 - ✓ Eye color
 - ✓ Place of birth (state or country only)

Last updated: July 2019 https://identogo.com



- 2. Pre-enroll for cardscan submission at https://identogo.com/locations/tennessee. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
- **3.** Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during ths pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.
- **4.** Cards received without completed and signed form will not be processed. They will be returned for completion and re-submission.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

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Directions for Pre-enrollment and Payment - Required for ALL Fingerprint Cards

1. Visit https://identogo.com/locations/tennessee. Select "Digital Fingerprinting".



Services Solutions Locations News Partners

Tennessee

Supporting the state of Tennessee, IdentoGO Centers are operated by IDEMIA, the global leader in trusted identities. Today, the company partners with many federal, state and local government agencies as well as businesses covering a variety of industries that count on us for the secure capture and transmission of applicants' fingerprints. We proudly serve millions of customers each year in our nationwide network of locations.

IdentoGO Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, which are delivered by trained Enrollment Agents. IdentoGO is the preeminent live scan fingerprinting provider for the state of Tennessee and is a certified FBI Channeling Agent.

Enrollment Services

Select an Option Below to Get Started



Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



TSA Pre/@

An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.



HAZMAT

A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license.

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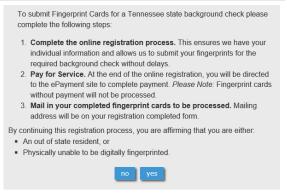


2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

For Licensing, Certification or Employment requirements in Tennessee For New Appointments To Mail In Your To Look Up or Change For Fingerprint Rejection Check the Status of your Notices Fingerprint Card an Existing Appointment Service To schedule a new To register to send your prints To look up, reschedule or To schedule your retake To check the status of your appointment, click the green fingerprint background check, through the mail, click the cancel your appointment, appointment, we need to button below. We will ask you for the information needed to button below. You will be asked to mail your fingerprint please choose one of the below methods to locate your lookup your registration. please choose one of the methods below to locate your Please choose one of the schedule and process your cards to IdentoGO after below methods to locate your record. background check. payment is made. Only out of record. state residents or individuals physically unable to be Transaction Control Referral (TCR) digitally printed are able to use this option.

Fingerprinting & Enrollment Services

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.



- 3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
- Pay for your service using an Authorization Code, Credit Card or e-check. If the Service is Auto-Billed to your Agency, payment will not be required.



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5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.



Tennessee

Step 1 (of 4) - REVIEW INFORMATION

Date Sample Date Applicant's Reg ID RegID Service Scheduled For Total Amount Due Total Due Payment Method Method used to pay for card scan processing

If your payment has not been made through US Bank E-Pay, your fingerprint

card will not be processed." - Idemia will no longer accept mailed in payments for cardscan.



Step 2 (of 4) - SIGN WAIVER

IMPORTANT-READ CAREFULLY BEFORE SIGNING

Fingerprint-Based Criminal 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/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. 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 understand 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.

X	
Signature	Date
Step 3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION	
Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

Step 4 (of 4) - MAIL DOCUMENTS

Please mail the following documents to the address provided below:

- 1. This printed and signed document. Unsigned forms will not be processed and will be returned for signature.
- 2. Completed fingerprint card

NOTE:

Your social security number is required and must be included on the fingerprint cards. 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.

> IDENTOGO **CARDSCAN DEPARTMENT 6840 CAROTHERS PKWY STE 650** FRANKLIN, TN 37067-9929

If you have any questions, please call 855-226-2937.

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