

OUT-OF-STATE FINGERPRINT CARD SCAN SERVICES
FOR FLORIDA SUBMISSION



IDENTICO, LLC | 4012 SW 18th Street, West Park, FL 33023
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APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (Rev. 11-1-20) 1110-0046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		LAST NAME NAM		FIRST NAME		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		OR I		DATE OF BIRTH		DOB		Month		Day Year	
DATE				CITIZENSHIP CTZ		SEX		RACE		HGT.	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		EYES		HAIR		PLACE OF BIRTH		POB	
EMPLOYER AND ADDRESS		UNIVERSAL CONTROL NO. UCN		LEAVE BLANK							
REASON FINGERPRINTED		ARMED FORCES NO. MNU									
		SOCIAL SECURITY NO. SOC									
		MISCELLANEOUS NO. MNU		CLASS <i>Out-of-State Live Scan Submission to</i>							
				REF. <i>Florida State Agencies via Scanning</i>							
				REF. <i>& Digitizing Mailed FD-258 Cards</i>							

<p>1. R. THUMB</p>		<p>2. R. INDEX</p>		<p>3. R. MIDDLE</p>		<p>4. R. RING</p>			
<p>6. L. THUMB</p>		<p>7. L. INDEX</p>				<p>9. L. RING</p>		<p>10. L. LITTLE</p>	
<p>LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY</p>				<p>L. THUMB R. THUMB</p>		<p>RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY</p>			

What is Fingerprint Card Scanning Service?

The Fingerprint Card Scanning Service is designed for out-of-state applicants who need to submit their fingerprints for Level 2 Screening as part of the Florida licensing or pre-employment screening process. If you don't have access to a livescan vendor near you that can communicate electronically with the FDLE and Florida State agencies, this service can help.

There are two practical ways to transmit fingerprints to the FDLE:

- **Live Scan Method:** FDLE authorized livescan vendor captures your fingerprints using a livescan device and submits them electronically for Level 2 Screening. If required, a photo can also be included in the submission to the Florida Clearinghouse.



- **Hard Card Scanning Method:** FDLE authorized livescan vendor, certified by the FDLE to digitize fingerprint images from FD-258 cards, converts the paper fingerprint card into an electronic livescan file. The vendor then submits the digitized fingerprints to the FDLE and Florida State Agencies for the requested screening purposes.



IDENTICO offers Live Scan Method to walk-in or mobile service applicants in South Florida, and Hard Card Scanning Method services to out-of-state applicants.

How does this work?

Step#1 - Initiate Process

To initiate the Card Scanning service, simply send us an email at info@myidentico.com. In your email, please include the following information:

- (a) Your full name
- (b) Mailing address (please provide a non-P.O. Box address)
- (c) Phone number
- (d) Florida ORI# number
- (e) Clear photo of your primary identification (such as your Driver's License or State ID) and secondary identification (such as your Passport, Green Card, Employment Authorization Card, or Concealed Weapon Permit).

Step#2- Cards Shipped to You

Once we receive your request, we will generate a service invoice using QuickBooks, which will be sent directly to your email. This invoice will outline the total cost of the service and provide options for payment, including credit/debit card or e-check.

The invoiced fee will cover the following expenses:

- (a) Shipping two FD-258 cards to your address via USPS Priority Mail.
- (b) A pre-paid and pre-addressed return shipping envelope for you to send the completed cards back to us.
- (c) Fees associated with scanning and digitizing your fingerprints.
- (d) Governmental fees imposed by FDLE for the submission and any applicable state taxes.

Step#3- Stop by Local Police / Sherriff Office

After you receive the FD-258 cards from us, please visit your local Police Department or Sheriff's Office to request the "Rolled Fingerprints" or "Fingerprinting on FD-258 Card" service. It is important to ensure that all the necessary information is correctly filled in on the fingerprint card.

Step#4- Conversion and FDLE Submission

Once we receive the completed FD-258 cards from you, we will digitize the fingerprints and submit them to FDLE for processing. We will then notify you by email, providing you with the TCN (Transaction Control Number) assigned to your transaction. You can use this TCN to check the status of your screening at <https://cchinet.fdle.state.fl.us/search/app/tcnlookup?2>.

Typically, it takes 3 to 5 business days for FDLE, FBI, and the Florida Regulatory agency to determine the results of your Level 2 Screening, depending on the quality of the fingerprints captured on the FD-258 cards. If the TCN lookup shows that the screening is completed but the regulatory state agency has not updated your records, we recommend contacting the state agency directly with your TCN to inquire about manually tracking your report.

If the tracking number for the return label indicates that the shipment back to us was successful, but you haven't received a TCN number from us via email, please feel free to call us at 954-239-8590 ext. 2 during regular business hours for further assistance.

Instructions to Complete FD-258 Card

APPLICANT <small>* See Privacy Act Notice on Back</small>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK								FBI	LEAVE BLANK	
		LAST NAME NAM	FIRST NAME	MIDDLE NAME								
		SMITH, MICHAEL SCOTT IV										
FD-258 (REV. 12-10-07)		SIGNATURE OF PERSON FINGERPRINTED <i>Mike Smith</i>		ALIASES AKA MIKE SMITH	O R I	WVATF0800 ATF-NATL TRAC CTR MARTINSBURG, WV				DATE OF BIRTH Month Day Year	DOB Year	
RESIDENCE OF PERSON FINGERPRINTED 123 FAKE ST BOONVILLE, MISSOURI 65203		ALIASES (IF ANY)						07 04 1974				
DATE 10/24/20	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>Mike Smith</i>	CITIZENSHIP CTZ USA	SEX M	RACE W	HGT. 603	WGT. 180	EYES BRO	HAIR BRO	PLACE OF BIRTH MISSOURI	POB		
EMPLOYER AND ADDRESS		YOUR NO. OCA	LEAVE BLANK									
		FBI NO. FBI										
		ARMED FORCES NO. MNU										
REASON FINGERPRINTED Florida Medical License		SOCIAL SECURITY NO. SOC 555-55-5555	CLASS _____									
		MISCELLANEOUS NO. MNU	REF _____									

Please print legibly and use **BLACK INK**.

1. Please print clearly in the **First, Middle and Last Name** fields.
2. **Signature of Person Being Fingerprinted** – You must sign this section when your fingerprints are applied to the card/form. This signature should be your full legal name, and it must be signed in the presence of the agent taking your fingerprints, so **DO NOT sign the card before your fingerprinting visit**.
3. **Residence of Person Fingerprinted** – Enter the residence of the person being fingerprinted.
4. **Signature of Official and Date** – Card must be signed and dated by the agent taking your prints.
5. **Reason Fingerprinted** – Please fill in the reason for fingerprinting in this field (ex. FLDOH Licensing, FL Healthcare Pre-Employment).
6. **Date of Birth** – Date of Birth should be entered MM/DD/YYYY.
7. **Citizenship** – Please enter the country of your citizenship.
8. **Sex** – Use M for Male, F for Female or X for Unknown Sex
9. **Race** – Use the following for Codes.

Code	Literal	Description (If Subject Is)
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

10. **HGT (Height)** –in feet and inches– example 5’5”.
11. **WGT (Weight)** –in pounds –example 140 lbs.
12. **Eyes** – Use the following abbreviations for Eye Color:

BLK – Black	BLU – Blue	BRO – Brown
GRY – Gray	GRN – Green	HZL – Hazel
MAR- Maroon	MUL- Multicolor	PNK- Pink

13. **Hair** – Use the following abbreviations for Hair Color:

BLD – Bald	BLK – Black	BLN – Blonde
BLU- Blue	BRO – Brown	GRN- Green
GRY – Grey	ONG- Orange	PLE- Purple
PNK- Pink	RED – Red/Auburn	SDY- Sandy
WHI – White	XXX- Unknown	

14. **Place of Birth (POB)** – Enter the US state or the country of birth if place of birth is not the USA.
15. **Social Security Number (SOC)** – Enter the social security number of the person being fingerprinted.

Clearinghouse Submission- Photo

If your ORI number begins with certain letters such as EDOH, EDCF, EAHC, EAPD, and so on, and you would like your fingerprint to be retained by the Agency for Healthcare Administration for the next 5 years and be eligible for cross-use by state agencies using the Clearinghouse for screening, you have the option to submit an eligible passport photo along with your completed fingerprint card package. This step is optional and provides additional benefits for certain ORI numbers.

Photo requirements for visual reference (per AHCA)

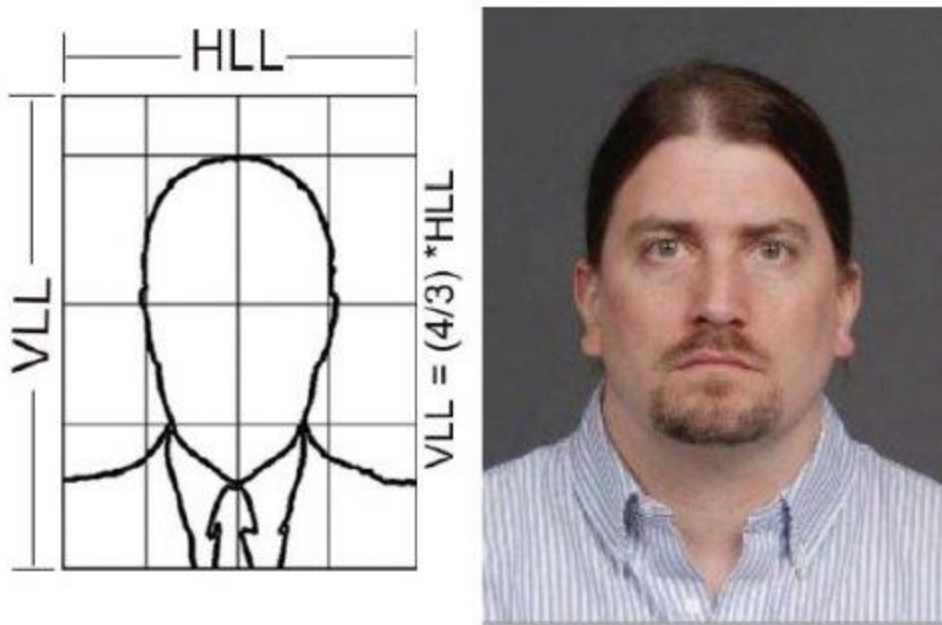


Figure 24: A facial template and example of "Head and Shoulders" scene constraints

- a. Similar to a passport photo, the photo must be taken centered in front of a gray backdrop with the top of your shoulders visible, space equal to or greater than one-quarter of the overall photo size above your head, and your face taking up approximately 50% of the width of the photo with an even 25% space on either side of your face (see diagram above).
- b. No hats, glasses, or teeth showing.
- c. The full face must be visible.
- d. Look directly into the camera, eyes must be open and staring forward.

It is NOT a glamour shot, so do not worry about hair or makeup unless it is obstructing your face; these images are usually only ever used for facial recognition software.

Common Florida ORI# Number

Florida ORI	Florida State Agency	Profession/Provider/ License Type
EAHCA020Z	AHCA	All
EDOH0380Z	DOH	Certified Nursing Assistant
EDOH2014Z	DOH	Physician/Medical Doctor
EDOH2015Z	DOH	Osteopathic Physician
EDOH2016Z	DOH	Chiropractic Physician or Chiropractic Assistant
EDOH2017Z	DOH	Podiatric Physician and Podiatric Assistant
EDOH3451Z	DOH	Orthotist & Prosthetist
EDOH4420Z	DOH	Nursing (RN, LPN, APRN)
EDOH4500Z	DOH	Acupuncture
EDOH4510Z	DOH	Anesthesiologist Assistant
EDOH4520Z	DOH	Athletic Trainer
EDOH4530Z	DOH	Clinical Lab Personnel
EDOH4560Z	DOH	Dentistry
EDOH4570Z	DOH	Dietetics/Nutrition
EDOH4580Z	DOH	Electrolysis
EDOH4590Z	DOH	Hearing Aid Specialist
EDOH4600Z	DOH	Massage Therapist or Owner
EDOH4610Z	DOH	Medical Physicist
EDOH4620Z	DOH	Midwifery
EDOH4640Z	DOH	Nursing Home Administrator
EDOH4650Z	DOH	Occupational Therapy
EDOH4660Z	DOH	Opticianry
EDOH4670Z	DOH	Optometry
EDOH4680Z	DOH	Pharmacist or Pharmacy Owner/Manager
EDOH4690Z	DOH	Physical Therapy
EDOH4700Z	DOH	Physician Assistant
EDOH4710Z	DOH	Psychology
EDOH4720Z	DOH	Respiratory Care
EDOH4730Z	DOH	School Psychology
EDOH4740Z	DOH	Speech/Language Pathology
EDOH2014Z	DOH	Medical Doctor Visiting Faculty Certificate
EDOH2014Z	DOH	Registration For Resident/HSE Physician
EDOH4680Z	DOH	Radiologic Technology

EDOH4680Z	DOH	Emergency Medical Technician
EDOH4680Z	DOH	Paramedic
EAHCA790Z	Managed Care	All
EDOEVR100	Vocational Rehab	Vendor Registration Employee
VDOEVR100	Vocational Rehab	Vendor Registration Volunteer
EDOEVR200	Vocational Rehab	Independent Living Employee
VDOEVR200	Vocational Rehab	Independent Living Volunteer
EAHCA013Z	Medicaid	Florida Medicaid Providers and Enrollees
EDCFSC30Z	DCF	DCF Summer Camp Providers
EDCFMH20Z	DCF	DCF Mental Health Providers
EDCFGN10Z	DCF	DCF General
EAPDGN10Z	APD	APD General
EAPDFC20Z	APD	APD CDC
EAPDDC30Z	APD	APD DDC
EDOEA310Z	DOEA	Department of Elder Affairs
EDJJ1940Z	DJJ – Employee	Department of Juvenile Justice
VDJJ1940Z	DJJ – Volunteer	Department of Juvenile Justice
FL920010Z	DBPR	Real Estate Agent License
FL924250Z	DBPR	Home Inspector License
FL924260Z	DBPR	Mold Remediator License
FL920150Z	DBPR	Alcohol and Tobacco License
FL923400Z	DBPR	Construction License
FL921932Z	DBPR	CAM License
FL921880Z	DBPR	Employee Leasing License
FL922050Z	DBPR	Real Estate Appraiser License
FL924780Z	DBPR	Drugs, Devices & Cosmetics License
FL921670Z	DBPR	Florida Talent Agent License
FL922040Z	DBPR	Athlete Agent License
FL921650Z	DOR	Secondhand Dealer License
FL924360Z	DMV	CDL School Instructor License
FL921700Z	DMV	Auto Dealer License
FL921050Z	OFR	Mortgage Broker and Lender License
FL737111Z	OFR	Mortgage Loan Originator License (Level 1 Only)
FL921620Z	DOE	Department of Education Teacher Certification
FL923130Z	FDACS	Dept. of Agriculture Security & PI Licensing
Your VECHS Number	FDLE-VECHS	Volunteer & Employee Criminal History at FDLE

Recordkeeping & Confidentiality

We prioritize recordkeeping and confidentiality. After 30 days from the date we submit your fingerprint scans to FDLE, we securely destroy the physical FD-258 cards that you sent to us. This ensures that your personal information and fingerprints are handled with the utmost care and protection. You can have peace of mind knowing that your information is treated with strict confidentiality throughout the entire process.

For more information about our Fingerprint Card Scanning Service for out-of-state applicants, we encourage you to contact us today. Our dedicated team is ready to assist you. You can reach us at (954) 239-8590 or (888) 988-8969 during our business hours. If you prefer to send us a message, you can email us at info@myidentico.com. We are here to answer any questions you may have and provide you with the guidance you need. Don't hesitate to reach out to us for further assistance.



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