



Card Processing Procedure for Fingerprints

1. Complete the entire FBI applicant (FD-258) cards as required by the requesting agency (DOH). Include driver's license number in the MISC field on the fingerprint cards.

Note: if you don't have fingerprint cards for yourself or your group

We will send you a Fingerprint Card Package including: FD-258 fingerprint cards instructions. Mailing instructions will be included in English and Spanish if applicable.

2. Take both cards and your government ID to your local law enforcement agency to be fingerprinted. You may want to call several agencies to determine which agency offers this service.

NOTE: WE MUST HAVE THE ORI on the fingerprint card to process. If you don't have the ORI contact your employer or the agency who required you to be fingerprinted.

3. Mail cards to:

1A Tampa Livescan Fingerprinting, LLC.

1311 N. Westshore Blvd

Suite 200

Tampa, FL 33607

4. We accept certified check, money order, or major credit/debit cards. For prompt service, contact our office for credit card processing or other information anytime.

1A Tampa Livescan Fingerprinting, LLC

1311 N. Westshore Blvd. Suite 200

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