

Mail & More/123 Fingerprinting

5764 N. Orange Blossom Trail
Orlando, FL 32810
mailandmore.com

407-299-7328
info@123fingerprinting.com
Fax 407-578-1219

If you reside out of state, or are unable to visit our location to be fingerprinted, we have a solution for you that many satisfied customers use to avoid unnecessary time and expense traveling from outside and even within the state of Florida. Our Card Scan Processing Service 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 our fingerprint office location.

Attached is the application form which must be filled out entirely. The process cannot begin if any fields are left blank. (Please note the following on the application form: Date of Birth is formatted Year/Month/Day; Place of Birth is the US State or foreign country in which you were born; the FBI's options for Race include the following: **White**, **Black**, **Asian**, **American Indian**, or **Unknown**.)

Mail & More/123 Fingerprinting provides 2 Options:

Option 1 - Your local police or sheriff's office supplies you with the necessary fingerprint cards (FBI, FD-258 fingerprint cards).

The complete cost for Option 1 is \$125 and includes the following services: Card Scanning, Electronic Submission, and Level II Background Screening performed by the Florida Department of Law Enforcement and Federal Bureau of Investigation. Local fingerprint fees may also apply.

Option 2 - If you cannot procure the required hard cards we will send them to you via Priority Mail. There is an additional fee of \$10.00. Overnight shipping is also available.

The complete cost for Option is \$135 and includes the services listed above under Option 1.

Both options require you to have your fingerprints taken at your local police or sheriff's office. You then mail your two fingerprint cards completed by your local police or sheriff's office, along with the original, fully completed, attached application form and a copy of your ID to:

Mail & More
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Orlando, FL 32810

We accept payment via all major credit cards via the attached credit card authorization form. Money Orders or Certified Checks (no personal checks) may be mailed to the same address as the cards.

Applicants receive a Transaction Control Number at the end of the registration process. This number should be retained by the applicant for tracking purposes if there is a need to contact the appropriate agency for background results. The Florida Department of Law Enforcement asks that applicants wait at least 3-5 business days for the applicable state regulatory agency to receive their results. Please be aware that Mail & More/123 Fingerprinting does not receive or review the results, and any inquiries regarding the scan or the results should be directed to the applicable state regulatory agency or the Florida Department of Law Enforcement (at 850-410-8161) using the supplied Transaction Control Number. Please do not contact Mail & More/123 Fingerprinting for results after your fingerprints have been submitted. Mail & More/123 Fingerprinting does not receive the status or results of your background check.

Please be certain that the information you provide (especially ORI number) is accurate, as once it is received by the Florida Department of Law Enforcement, it will be processed exactly as it was submitted and cannot be changed. We do not issue refunds under any circumstances once the scan has been submitted. Please contact our office at 407-299-7328 for any clarification or verification.

Please note that since we are unable to take your photograph, your background screening results will not be placed in the AHCA Clearinghouse. This may result in the need for additional fingerprinting in the future when applying at a different agency.

Mail & More/123 Fingerprinting has serviced Florida since 1986 and screens our own employees to ensure confidentiality and security of your information and data. It is entered on a secure network to the Florida Department of Law Enforcement and Federal Bureau of Investigation.

You must send us 4 items

- 1. 1 set of cards (2 of the FD-258 cards)**
- 2. A copy of your valid government-issued photo ID**
- 3. Our form completely filled out including your ORI Number from Florida. This is obtained from the Florida agency you are being licensed through.**
- 4. A form of payment, either our credit card form or a Cashier's Check or Money Order**

Instructions for All Out-of-State Florida Licensing Applicants

- 1) Complete the entire FBI applicant (FD-258) cards as required by the requesting agency. The following items need to be completed on the card:
 - a) First Name
 - b) Last Name
 - c) Signature of Person Fingerprinted
 - d) ORI Number
 - e) Date of Birth
 - f) Date Fingerprints Were Taken
 - g) Signature of Official Taking Fingerprints
 - h) Sex
 - i) Race (The FBI's options for Race include the following: **White, Black, Asian, American Indian, or Unknown.**)
 - j) Height
 - k) Weight
 - l) Eye Color
 - m) Hair Color
 - n) Place of Birth (The US State or foreign country in which you were born.)
 - o) Social Security Number
- 2) Note: If you do not have fingerprint cards for yourself or your group, we will send you a Fingerprint Card Package including FD-258 fingerprint cards. Please refer to Option 2 on the information sheet.
- 3) 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 Number FROM FLORIDA to process.** If you do not have the ORI Number, contact your employer or the agency that required you to be fingerprinted.
- 4) Mail the cards, the completed form, and 1 legible copy of your government issued photo ID to:
Mail & More/123 Fingerprinting
5764 N. Orange Blossom Trail
Orlando, FL 32810
- 5) We accept major credit/debit cards, Certified Checks, or Money Orders.
- 6) If you are outside of Florida and are unable to travel to Orlando, Fingerprint Cards are the only option.

ORI # _____ Email Address _____

Last Name _____ First Name _____

Address _____
Street Name and Number City State Zip Code

Telephone _____ SS # _____

Gender _____ Race _____ Date of Birth _____ Place of Birth _____
Year/Month/Day **Which US State or Foreign Country**

Height _____ Weight _____ Eye Color _____ Hair Color _____

By signing below I agree that I have verified the information above and it is correct. I further agree that if at some future point resubmittal of my fingerprints is necessary due to an error in the information I have verified, 123 Fingerprinting will not resubmit my fingerprints without payment for the resubmittal.

Signature _____ Date _____

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One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Mail & More/123 Fingerprinting to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize e Mail & More/123 Fingerprinting to charge my credit card
(full name)
account indicated below for \$125 on or after _____. This payment is for
(amount) (date)
Livescan Fingerprint Services.
(description of goods/services)

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.