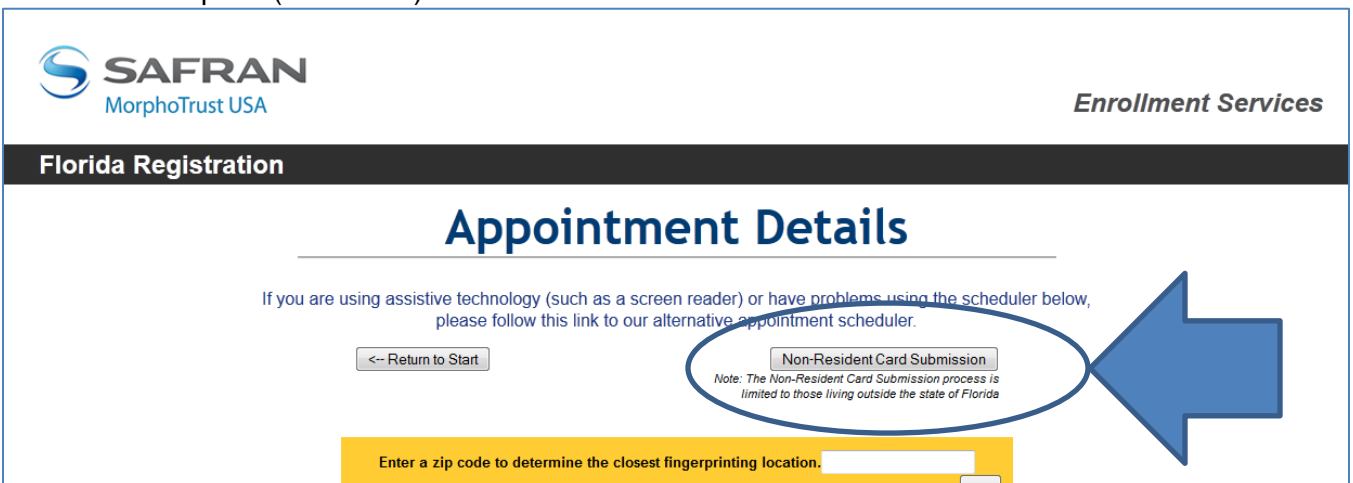# Florida Non-Resident Live Scan Processing Procedures

Applicants who reside outside the State of Florida may use MorphoTrust's Card Scan Processing Program.   This program 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 a Live Scan machine. The section below details the procedures for submitting fingerprints to the Live Scan Processing Unit.
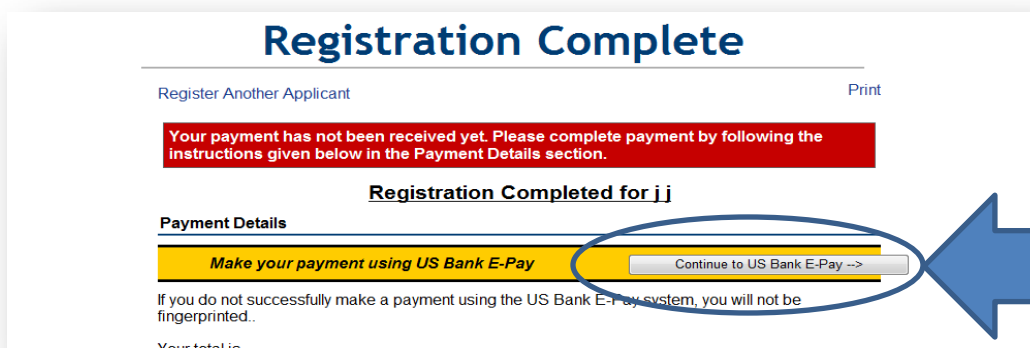
Florida Licensing

- Applicants must go online to the MorphoTrust website (www.L1enrollment.com) or call the toll free registration center at 1-800-528-1358 and complete the registration process. You will be asked to provide basic information about yourself and what agency you will be fingerprinted for. Follow online instructions until you get to the Appointment Details page. Select the "**Non-Resident Card Submission**" option (see below).

- When you get to the end of providing your personal and agency information, your registration is complete but your payment has not yet been processed.

> ## **Click on the link to complete the US BANK E-PAY Payment process.**
> **You may not send fingerprint cards the MorphoTrust without a Payment Confirmation Number.**

YOU MUST CONTINUE TO THE PAYMENT SCREEN TO COMPLETE YOUR PAYMENT.

- Applicants registering for the Department of Financial Services will receive a fingerprint card packet with specific instructions. DFS applicants must use the fingerprint cards provided by MorphoTrust.

- All other applicants should obtain FBI FD-258 fingerprint cards directly from your licensing/ employing agency. Please contact those agencies directly to obtain fingerprint cards. *Due to agency specific information, MorphoTrust does not provide fingerprint cards to applicants.*

- Applicants must be fingerprinted by a local law enforcement agency or other agency authorized to collect fingerprints. Many security companies provide this service. These fingerprints may be either traditional ink rolled fingerprints or Live Scan fingerprints.

- Applicants need to make sure the fingerprint card is completely filled out and matches what has been submitted during the registration process. Required information includes: ORI number, full name, social security number (if required by agency), date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted.

- The ORI number that should be used on the fingerprint card is usually available on the processing instructions provided by the state agency.

- Reason fingerprinted should specify what type of license the applicant is applying for (construction, elder affairs, bar applicant, etc.)

- **Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the licensing process**. If there is a discrepancy between the information provided in the MorphoTrust registration system and the information provided on the card, the MorphoTrust registration system information will be used.

- The fully completed card should be mailed to the following address:

Department of Management Services applicants **ONLY** please follow the directions provided by your agency for submitting your hard card for processing. **Do not send your cards directly to MorphoTrust**; they will be returned to you unprocessed resulting in a delay in your background check processing.	All other applicants (including Florida Bar Association), please send your completed hard cards to:
	    Prints, Inc
	    MorphoTrust USA Florida
	    Card Scan Operations
	    119 East Park Avenue
	    Tallahassee, FL 32301

DO NOT FOLD CARDS

Please note: The ORI number and reason fingerprinted must be supplied to you by the Agency requiring you to be fingerprinted. Fingerprint cards will be processed for the submission type indicated and paid for by the applicant at the time of registration. Additional processing fees will apply if the applicant registers for the wrong submission type.