Secure Fingerprint Card-Scan™ Service

Live Scan As Close As Your Mailbox

Complies with Live Scan Level 2 (FL & FBI)
Criminal History Background Check for:

Florida Department of Health (DOH)

4511 N. Himes Avenue, Suite 200
Tampa, Florida 33614 USA

813.350.7943   866.288.6543   FAX 877.301.3437
**Level 2 Background Check Requirements**

Florida Department of Health (DOH) regulations mandate in-state and out-of-state Providers submit electronic fingerprint files (live scan) with the new Clearinghouse ORI numbers for Level 2 background checks. Providers can utilize fingerprint cards (FD-258) for a secure live scan solution with proven results.

The proven solution is: Secure Fingerprint Card-Scan™ Service.

**Secure Live Scan Fingerprinting Service: As Close As Your Mailbox**

Florida-based, Registered & Certified Ideal Identification provides Secure Fingerprint Card-Scan™ Service to convert fingerprint cards to Live Scan files for fast, secure submissions for Level 2 background checks. Simply mail the Secure Fingerprint Card-Scan™ Service Form (from anywhere in Florida, the U.S. or around the World), completed APPLICANT (FD-258) fingerprint card and payment directly to Ideal Identification. The fingerprint cards are converted to Live Scan the same day they are received by Ideal Identification.

**Don’t have fingerprint cards for your group?**

No Problem. Ideal Identification will send you a Fingerprint Card Package including: FD-258 fingerprint cards, data input sheets, instructions for mail back and access to our bi-lingual live scan customer service at no charge.

**Who should use Secure Fingerprint Card-Scan™ Service?**

Secure Fingerprint Card-Scan™ Service should be be used by Providers who require a Level 2 background check and who live outside the state of Florida, are not in close proximity to secure live scan service in Florida or desire to process large numbers of fingerprint background check candidates with a single experienced, secure live scan provider.

A detailed Transaction Control Number (TCN) Report for each Secure Fingerprint Card-Scan submission is created and e-mailed to you. This Report provides proof of live scan service. This advanced report also creates a new standard for fast, accurate live scan candidate submission tracking. Larger TCN users may also qualify for TCN Electronic Portfolio Service at no charge.

**What happens to your personal information?**

The explosive growth of identity theft gives rise to security concerns regarding how personal information (Name, SS#, DOB, etc.) collected during the live scan process is handled. There are currently no Florida laws protecting the personal information used for live scan. Security of your private information is a primary concern and is assured with our exclusive Privacy Policy Notice. Personal information collected by Ideal Identification for live scan submissions is never sold, leased or rented to 3rd parties.

For more information contact Ideal Identification at 813-350-7943, toll-free 866-288-6543 or send us e-mail: requestinfo@idealid.net. Reference Secure Fingerprint Card-Scan™ Service in the subject line.

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1. **ELECTRONIC FINGERPRINT TRANSMISSION SPECIFICATION**, May 2, 2005
   Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division.

2. **FDLE Notice**: Effective April 15, 2012 FBI will no longer accept fingerprint cards.
READ THIS FIRST

Instructions for Secure Fingerprint Card-Scan™ Service
Florida Dept. of Health (DOH) Submissions (Rev. 1-13)

1. Fill out the APPLICANT Fingerprint card and the DOH Secure Fingerprint Card-Scan™ Service Data Input Form with black ink only. Don’t forget your e-mail address and telephone number.

2. Take the APPLICANT Fingerprint card to your local Police Department or Sheriff’s Office for “Rolled Fingerprints”.

3. After your fingerprints have been rolled on the enclosed APPLICANT fingerprint card, mail the completed APPLICANT fingerprint card with the DOH Secure Fingerprint Card-Scan™ Service Form and money order payment to: IDeal IDentification Inc.

   Note: No live scan service will be provided without enclosed payment.

4. Florida Department of Health will receive your Florida criminal history record and your FBI criminal history background record. This will complete your Level 2 Background Check.

5. IDeal IDentification will e-mail you a Transaction Control Number (TCN) Report to verify your live scan submission. Be sure to include your e-mail on the Data Input Form.

   Note: All data fields must be written/printed legibly and completely filled-in to expedite the Secure Fingerprint Card-Scan™ Service. Please mail only the completed Secure Fingerprint Card-Scan™ Form with completed fingerprint card and a money order for $95.00 (payable to IDeal IDentification Inc.) for each submission to:

   IDeal IDentification Inc.
   4511 N. Himes, Ste. 200
   Tampa, FL 33614

   If you have any question, please contact IDeal IDentification Inc.:
   (813) 350-7943 or (866) 288-6543
**Ideal Identification Inc.**  
Secure Fingerprint *Card-Scan™* Data Input Form (Rev 1-13)

### Transaction

<table>
<thead>
<tr>
<th>FL Dept of Health Clearinghouse ORI #:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Reason Fingerprinted:</td>
<td><em>Criminal History Background Check</em></td>
</tr>
</tbody>
</table>

### Personal

<table>
<thead>
<tr>
<th>Name: (i.e. John J Smith = Smith, John J)</th>
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</thead>
<tbody>
<tr>
<td>Social Security #:</td>
</tr>
<tr>
<td>Date of Birth: (i.e. April 24, 1954 = 19540424)</td>
</tr>
<tr>
<td>Place of Birth (i.e. Florida = FL):</td>
</tr>
<tr>
<td>Country of Citizenship (i.e. U.S.):</td>
</tr>
<tr>
<td>Address/Residence of Person Fingerprinted:</td>
</tr>
<tr>
<td>Employment Occupation:</td>
</tr>
<tr>
<td>Employer Name and Employer Address:</td>
</tr>
<tr>
<td>Your E-mail Address:</td>
</tr>
<tr>
<td>Your Telephone #:</td>
</tr>
</tbody>
</table>

### Physical Description

| Gender (Reference back page): |
| Race (Reference back page): |
| Eye Color (Reference back page): |
| Hair Color (Reference back page): |
| Height (*Feet & inches*): |
| Weight (*In pounds*): |

**Note:** All data fields must be legible and completely filled-in to expedite the Secure Fingerprint *Card Scan™* Service.

Please send your completed fingerprint card(s), completed Form(s) and a money order for $95.00 (payable to Ideal Identification Inc.) for each live scan submission and mail or overnight to:

Ideal Identification Inc.  
4511 N. Himes Ave. #200  
Tampa, FL 33614

Recorded by:______________ Date:______________ TCN:_________

Copies of this Form may be made for additional Secure Fingerprint *Card-Scan™* Service submissions.

Confidential Information  
Electronic Duplication Is Prohibited Without Written Permission  
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# Physical Descriptor Abbreviations

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>A Oriental/Asian</td>
</tr>
<tr>
<td>M</td>
<td>B Black</td>
</tr>
<tr>
<td>X</td>
<td>I American Indian/Alaskan Native</td>
</tr>
<tr>
<td>U</td>
<td>W White (includes Mexicans &amp; Hispanics)</td>
</tr>
<tr>
<td></td>
<td>U Unknown</td>
</tr>
</tbody>
</table>

### Gender
- F Female
- M Male
- X Unknown

### Race
- A Oriental/Asian
- B Black
- I American Indian/Alaskan Native
- U Unknown
- W White (includes Mexicans & Hispanics)

### Color Eyes
- BLK Black
- BLU Blue
- BRO Brown
- GRN Green
- GRY Gray
- HAZ Hazel
- MAR Maroon
- MUL Multicolored
- PNK Pink
- XXX Unknown

### Hair Color
- BAL Bald
- BLK Black
- BLN Blonde or Strawberry
- BLU Blue
- BRO Brown
- GRY Gray or Partially Gray
- ONG Orange
- GRN Green
- PLE Purple
- PNK Pink
- RED Red or Auburn
- SDY Sandy
- WHI White
- XXX Unknown