IdentoGO®

Non-Resident Manual
Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use the 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 an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Cardscan Submissions

- Applicants must go online to the enrollment website at www.identogo.com or call our customer service center at (866) 254-2366 to complete the registration process. During the registration process, applicants should select "**Register for Fingerprint Card Processing Service**" (2nd option below) on the Fingerprinting and Enrollment Services page. This will identify that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the South Carolina Law Enforcement Division.

South Carolina

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in South Carolina

For New Appointments	To Mail In Your Fingerprint Card	To Change an Existing Appointment	For Fingerprint Rejection Notices
To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.	To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to MorphoTrust USA after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.	To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) / Email Address	Transaction Control Referral (TCR)

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- Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration. *When paying by check, only business checks and money orders are accepted. These should be made payable to Idemia.*

- A registration number will be supplied at the end of the registration process. This registration number must be recorded on the fingerprint card when it is submitted for proper processing and to avoid delays.

- Pre-registration and pre-payment are required for all cardscan submissions. Any cards received without both those requirements being met will be returned to applicant unprocessed.

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.

- Fingerprints must be submitted on FBI applicant cards (FD-258).

- FBI fingerprint cards are available from the state agency requiring you to be fingerprinted (i.e. Department of Education, Insurance, Labor, etc.) *Due to agency specific information, we do not provide fingerprint cards to applicants*.

- Applicants need to make sure the fingerprint card is completely filled out (sample card on following page). Required information includes: ORI number, full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted and the confirmation number provided to you at the end of the registration process.

- The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.

- **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 fingerprint submission process**.

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

> *IDENTOGO*
>
> *SC CARDSCAN DEPARTMENT*
>
> *6840 CAROTHERS PARKWAY, SUITE 650*
>
> *FRANKLIN, TN 37067-9929*

Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.

- ***Do not send completed certification or licensing applications to IdentoGO.*** These documents should be returned to the state agency that will be issuing the license.

- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative. Please allow 5-7 business days after mailing for results to be communicated before calling to inquire.

IdentoGO
6840 Carothers Parkway, Ste. 601
Franklin, TN 37067

T: +1 615-771-0522
F: +1 615-778-5780
www.IdentoGO.com

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LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS
List agency name here.

REASON FINGERPRINTED

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM   FIRST NAME   MIDDLE NAME

ALIASES AKA   O
                      R
                      I

CITIZENSHIP CTZ   SEX | RACE | HGT. | WGT. | EYES | HAIR | PLACE OF BIRTH POB

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU   CLASS _____

SOCIAL SECURITY NO. SOC   REF. _____

MISCELLANEOUS NO. MNU

FBI   LEAVE BLANK
Enter registration confirmation here.

DATE OF BIRTH DOB
Month Day Year

LEAVE BLANK

1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE

6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE

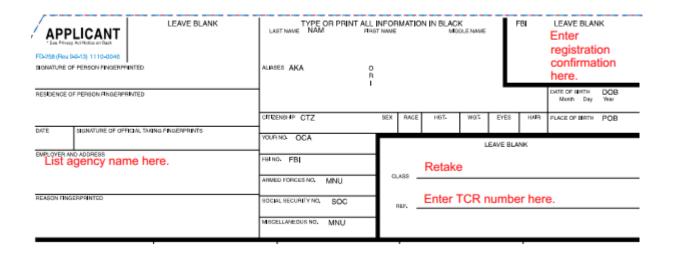LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

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Retake Submissions

For submitting retake fingerprint cards, please see the instructions below for where to place notification of retake and TCR number.

APPLICANT
* See Privacy Act Notice on Back
FD-258 (Rev 04-13) 1110-0046
SIGNATURE OF PERSON FINGERPRINTED

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM   FIRST NAME   MIDDLE NAME

ALIASES AKA   ORI

FBI   LEAVE BLANK

Enter registration confirmation here.

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

DATE   SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

CITIZENSHIP CTZ   SEX RACE HGT. WGT. EYES HAIR   PLACE OF BIRTH POB

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS
List agency name here.

FBI NO. FBI

ARMED FORCES NO. MNU

CLASS

Retake

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

REF.

Enter TCR number here.