

## **FINGERPRINT INSTRUCTIONS – MORTGAGE LENDER/BROKER/SERVICER APPLICANTS**

Mortgage lender/broker/servicer *applicants* must undergo a fingerprint criminal background check conducted through the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

### **The following Control Persons must be fingerprinted:**

**Managing Principal** ~ the individual identified as the 'Qualifying Individual' on the MU1 form of the NMLS application. The individual is in charge of and responsible for the company actions.

**Managing Member(s)** if an LLC

**Executive Officers** ~ including but not limited to the CEO, COO, CFO, President, Vice President(s), Secretary and Treasurer

**General Partners** ~ including general and limited partners

**Equitable 10% or more Owners** ~ individuals owning directly or indirectly with participation rights, a 10% or more interest in the company (including all individuals listed on Schedule A of the NMLS application with a 10% or more ownership)

**NOTE:** The Department reserves the right to require fingerprints from any other individual (not covered above) who directs the affairs of the company or establishes policy.

---

**Fingerprints must be submitted through MorphoTrust USA using one of the two following options:**

### **OPTION 1 – ELECTRONIC FINGERPRINT SCAN *(only available in Tennessee)***

#### 1. Registration

- Register online at [www.identogo.com](http://www.identogo.com) or call 1.855.226.2937
- Click on the state of Tennessee
- Click Online Scheduling
- Click on English or Spanish
- Enter your First Name
- Enter your Last Name
- Agency Name choose **OTHER**
- When prompted for Applicant Type choose **DFI ORI TN920717Z**
- When prompted for ORI Number enter in **TN920717Z**
- Confirm the ORI Number which is **TN920717Z** click Yes
- You will be required to make an appointment for fingerprinting

- Complete the demographic data collection process
- Make sure your social security number is correctly entered

NOTE: Any registration errors must be corrected by re-registration online or by phone prior to fingerprinting. NO ERRORS CAN BE CORRECTED ONCE THE FINGERPRINTS ARE TAKEN.

2. Fees

- The processing fee for an electronic scan is **\$38.50**

3. Payment

- Credit or debit card payments can be submitted online in the registration process either on the website or with the call center.
- At the fingerprint site you can only pay by Money Order or Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.

4. Fingerprinting

- Go to your appointed fingerprinting site on the scheduled day and time
- Upon arrival you must provide a State or Federal Government Issued Identification. You must also provide the payment you indicated.
- Fingerprints are electronically forwarded to the TBI and the FBI.
- Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.

**OPTION 2 - FINGERPRINT CARD SCAN (only option for out of state)**

**>>> FINGERPRINT CARDS CAN NOT BE PROCESSED WITHOUT A MONEY ORDER OR CASHIER CHECK <<<**

1. Obtain Fingerprint Card (1 per applicant)

- You **MUST** use the blue-lined FBI fingerprint card provided by the Tennessee Department of Financial Institutions.
- To request cards send an email to [askmortgage.licensing@tn.gov](mailto:askmortgage.licensing@tn.gov) or call 615.741.2236.
- Once you receive the fingerprint card complete ALL blocks of the card in black ink.

2. Fingerprinting

- Take the blue-lined fingerprint card to a local law enforcement agency to be fingerprinted. (Local fingerprint fees may also apply)
- Upon arrival you must provide a State or Federal Government Issued Identification.
- Fingerprints are electronically forwarded to the TBI and the FBI.
- Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.

3. Fees

- The processing fee for a fingerprint card background check is **\$38.50** (local law enforcement fingerprinting fees may also apply)
- Payment may be made with debit or credit card online during registration; or

- Payment may be made by Money Order or Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.

4. Registration & Submission of Fingerprint Card

- Register online at [www.identogo.com](http://www.identogo.com) or call 1.855.226.2937
- Click on the state of Tennessee
- Click Online Scheduling
- Click on English or Spanish
- Enter your First Name
- Enter your Last Name
- Agency Name choose **OTHER**
- When prompted for Applicant Type choose **DFI ORI TN920717Z**
- When prompted for ORI Number enter in **TN920717Z**
- Confirm the ORI Number which is **TN920717Z** click Yes
- Choose **Pay For Ink Card Submission** (this will identify to MorphoTrust that a hard card will be mailed in for conversion to an electronic fingerprint record)
- Complete the demographic data collection process
- Make sure your social security number is correctly entered

**At the completion of registration you will be given a Registration ID. Write this number on the back of the fingerprint card and submit it directly to MorphoTrust USA (address below).**

**MAIL THE COMPLETED CARD (and money order or cashier check if applicable) TO:**

MorphoTrust USA  
Tennessee Processing  
3051 Hollis Drive, Suite 310  
Springfield, IL 62704

**THE ONLY FINGERPRINT CARDS THAT WILL BE ACCEPTED ARE THE ONES PROVIDED BY THE TN DEPARTMENT OF FINANCIAL INSTITUTIONS (ONE CARD PER PERSON)**

The information you provide on the top half must be typed or filled out in black ink (ONLY). The top half MUST be filled out completely according to the instructions listed below. Please include a Money Order or Cashier Check payable to MorphoTrust USA in the amount of **\$38.50** per person.

- A. Full Last Name, Full First Name, Full Middle Name (no initials)
- B. Your Signature
- C. Your Complete Residence Address
- D. Your Complete Employer Name & Address
- E. Your Citizenship
- F. Your Armed Forces I.D. Number (if applicable)
- G. Your Social Security Number
- H. Your Sex, Race, Height, Weight, Eye Color & Hair Color
- I. Your Date of Birth (ex. 10/11/1950)
- J. Your Complete Place of Birth (ex. Nashville, TN)
- K. Date & Signature of Official Taking the Fingerprints

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	FBI	LEAVE BLANK
FD-258 (REV. 3-1-10) 1110-0046		LAST NAME    NAM    FIRST NAME    MIDDLE NAME		
SIGNATURE OF PERSON FINGERPRINTED <b>- B -</b>		ALIASES AKA		OR I
RESIDENCE OF PERSON FINGERPRINTED <b>- C -</b>		OCA <b>13</b>		TN920717Z TN DEPT FINANCE INST NASHVILLE, TN
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <b>- K -</b>	CITIZENSHIP CTZ <b>- E -</b>	SEX	RACE
		HGT.	WGT.	EYES
		HAIR	PLACE OF BIRTH	DOB
		YOUR NO.	POB	Month    Day    Year
EMPLOYER AND ADDRESS <b>- D -</b>		LEAVE BLANK		
REASON FINGERPRINTED <b>Tenn. Code Ann. § 45-13-202(d) Licensing</b>		FBI NO. FBI	CLASS	
		ARMED FORCES NO. MNU <b>- F -</b>	REF.	
		SOCIAL SECURITY NO. SOC <b>- G -</b>		
		MISCELLANEOUS NO. MNU		
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE