Tennessee Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Tennessee or who are physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

*Please provide the following information to the technician capturing the fingerprints*

- **Capturing Four-Finger Slaps:**
  - Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:

- **Capturing Individual Fingers:**
  - Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.

- **Submitting Fingerprint Cards:**
  - Fingerprints may be submitted on standard FD-258 FBI applicant cards.
  - The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
    - Full name
    - Date of birth
    - Social Security Number
    - Home address
    - Sex
    - Height
    - Weight
    - Hair color
    - Eye color
    - Place of birth (state or country only)
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2. Pre-enroll for cardscan submission at [https://identogo.com/locations/tennessee](https://identogo.com/locations/tennessee). All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.

3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

4. **Cards received without completed and signed form will not be processed.** They will be returned for completion and re-submission.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.
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Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards


Tennessee

Supporting the state of Tennessee, IdentoGO Centers are operated by IDEMIA, the global leader in trusted identities. Today, the company partners with many federal, state and local government agencies as well as businesses covering a variety of industries that count on us for the secure capture and transmission of applicants’ fingerprints. We proudly serve millions of customers each year in our nationwide network of locations.

IdentoGO Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, which are delivered by trained Enrollment Agents. IdentoGO is the prominent live scan fingerprinting provider for the state of Tennessee and is a certified FBI Cheekswriting Agent.

Enrollment Services
Select an Option Below to Get Started

- Digital Fingerprinting
  Fingerprinting for state and federal agency or employment requirements. Schedule a New Appointment, Change an Existing Appointment or Check your Status.

- TSA Pre✓®
  An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.

- HAZMAT
  A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver’s license.

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https://identogo.com
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. Pay for your service using an Authorization Code, Credit Card or e-check. If the Service is Auto-Billed to your Agency, payment will not be required.
5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

An example of the final screen is shown below.

If your payment has not been made through US Bank E-Pay, your fingerprint card will not be processed. - Idemia will no longer accept mailed in payments for cards.

Signature
Date

NOTE:
Your social security number is required and must be included on the fingerprint card. Failure to provide social security number will result in cards being returned to you unprocessed. If you do not have a social security number, please reach out to your requesting agency for further instructions.