ATTENTION ALL APPLICANTS

All applicants are requested to utilize electronic fingerprint submission. Attach a copy of the receipt for electronic fingerprint submission to the application. Failure to provide correct ORI number will cause a delay in the processing. Out of state applicants must utilize option 2.

Agency Name: Commerce and Insurance
Applicant Type: Real Estate
OIR#: TN920784Z

Complete the steps required to schedule your fingerprints:

Option 1: Applicants will need to make an appointment with IndentoGO® who will transmit the applicant’s fingerprints to the Tennessee Bureau of Investigation (TBI) and Federal Bureau of Investigation (FBI) for processing. The report will be received by this office. The applicant will submit payment for fingerprint processing directly to IndentoGO. Applicants must take approved identification documents to the appointment with IndentoGO. Please refer to the list of acceptable identification at http://www.identogo.com/home.aspx

Online scheduling effective date August 1, 2019: http://www.identogo.com/home.aspx

- Select TN for the state
- Select digital fingerprinting
- Select new appointments
- Input service code: 28TZ99

Option 2: Applicants, who reside outside of TN or are physically unable to go to a IdentoGO location, may use IdentoGO’s non-resident card scan service. 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. When registering, the applicant will need to enter the service code: 28TZ99. Please refer to this link for further instructions and registration: https://identogo.com/locations/tennessee

*Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34

Authorization No.335560
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)
Tennessee Non-Resident Cardscan

2. Pre-enroll for cardscan submission at 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.
Tennessee Non-Resident Cardscan

Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards


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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Last updated: July 2019

https://identogo.com
Tennessee Non-Resident Cardscan

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

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.
Tennessee Non-Resident Cardscan

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.