ELECTRONIC FINGERPRINT SUBMISSION

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. <u>Failure to provide correct ORI number will cause a delay in the processing.</u> ==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 IdentoGO. Applicants must take approved identification documents to the appointment with IdentoGO. Please refer to the list of acceptable identification at https://www.identogo.com/uploads/general/TN_7-Acceptable-Forms-of-Identification.pdf

To Schedule your appointment online you may go to https://www.identogo.com **or call IgentoGo (855)226-2937**

For online scheduling:

- Select Tennessee for the state
- Select Digital Fingerprinting
- Select Schedule a New Appointment
- Input service code: 28TZ99 (Real Estate Commission)
- Confirm agency name is correct and select continue
- Acknowledgment/Release
- Enter a zip code
- Click schedule to set your appointment up

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) in to 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://www.identogo.com/uploads/general/UEP-TN-Card-Scan-Instructions__FINAL-February-2021.pdf

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

Universal Enrollment Platform Overview

Tennessee Non-Resident Processing Instructions

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

    - **Capturing Individual Fingers:**
        o   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:**
        o   Fingerprints may be submitted on standard FD-258 FBI applicant cards.
        o   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)

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 ths pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

*NOTE - Cards received without completed and signed form will not be processed and 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.

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

1. Visit https://identogo.com/locations/tennessee. Select "Digital Fingerprinting".

IdentoGO
By IDEMIA

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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 preeminent live scan fingerprinting provider for the state of Tennessee and is a certified FBI Channeling Agent.

Important Notice regarding ePay Options

Please be advised that effective April 15, 2019, we will no longer be accepting credit card payments online when scheduling appointments. All credit card payments must be made onsite at the time of the fingerprinting session.

Applicants, Employers, or Facilities wishing to provide a credit card in advance and not onsite should contact our Billing Department and complete paperwork to establish a NCAC account. Click here for more information about NCAC accounts.

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.

TWIC®

A threat assessment for the Transportation Worker Identification Credential (TWIC®) program which includes workers who access secure areas of the nation's maritime facilities and vessels.
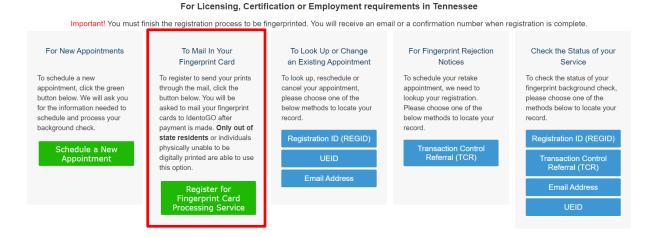
FBI History Check

As an approved FBI Channeler, IdentoGO Centers can securely capture and transmit your individual information to the FBI and safely allow you to access your Federal background check results. NOTE: This information is for personal use only, NOT for employment or licensing submission.
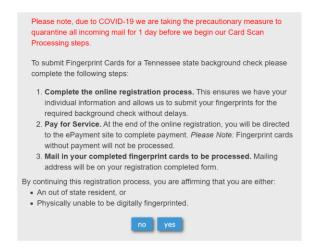
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

3. You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Yes' to proceed to the next page.

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

5. 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.

6. 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.

IdentoGO®

Tennessee

Step 1 (of 4) - REVIEW INFORMATION

Date	Sample Date
RegID	Applicant's Reg ID
Service	Service Scheduled For
Total Due	Total Amount Due
Payment Method	Method used to pay for card scan processing

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 cardscan.

RegID: SAMPLE VALUE

Step 2 (of 4) - SIGN WAIVER

IMPORTANT-READ CAREFULLY BEFORE SIGNING

Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures may be downloaded from FBI.gov.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. My signature indicates agreement with the terms and conditions of the background investigation.

X_____   _____
Signature   Date

Step 3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION

_____   _____
Applicant Name (Last, First, Middle)   Applicant Date of Birth (MM/DD/YYYY)

_____   _____
Phone Number   Email or Phone 2

Step 4 (of 4) - MAIL DOCUMENTS

Please mail the following documents to the address provided below:
1. This printed and signed document. Unsigned forms will not be processed and will be returned for signature.
2. Completed fingerprint card

NOTE:
Your social security number is required and must be included on the fingerprint cards. 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.

Prints Inc.
IdentoGO TN Card Scan Operations
100 Salem Ct.
Tallahassee, FL 32301

If you have any questions, please call 855-226-2937.