

Fingerprinting Procedures & Applicant Information Form for Non-Depository Public Trust Company Charter Applicants

In connection with the application to form a Non-Depository Public Trust Company (Application), any individual expecting to serve as an incorporator/organizer, director/manager, officer or individual controlling any entity acting as an incorporator or organizer, is required to consent to a criminal history records check and provide their fingerprints in a form acceptable to the Commissioner.

The Department uses “Identogo”, (a MorphoTrust USA company or “MorphoTrust”), as the primary method of obtaining fingerprint information. MorphoTrust conducts on-site "Live Scan" fingerprinting at various locations throughout Tennessee. Individuals required to be fingerprinted should go to a Tennessee MorphoTrust Live Scan site to have fingerprints taken electronically. This is the primary, preferred method of transmitting fingerprints to the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) for processing. This process reduces errors and delays that can occur with traditional rolled fingerprints submitted on cards.

Only Tennessee MorphoTrust Live Scan sites (<http://www.L1enrollment.com/locations/?st=tn>) can be used, as this program operates under contractual agreements between TBI and MorphoTrust. For those who cannot access a Tennessee MorphoTrust site may have fingerprints taken manually by a law enforcement or government agency and sent to MorphoTrust for scanning. This method may be more costly to the individual, cause delays in processing the applications and should only be used by persons residing in other states.

The FBI has issued the Department a specific ORI#, DFI-TN920791Z to identify fingerprints submitted in connection with an Application.

Refer to the instruction in **Section A** if you:

- Live in Tennessee or have a Tennessee Address
- Live out-of-state and can access a Tennessee Morpho Live Scan site

Refer to the instructions in **Section B** if you:

- Live in Tennessee, but cannot access a Tennessee MorphoTrust Live Scan site
- Live out-of-state and cannot access a Tennessee MorphoTrust Live Scan site

Refer to the instructions in **Section C** if you:

- Are a foreign national, living in Tennessee, in another state or outside of the United States

A. Electronic Fingerprinting via Tennessee MorphoTrust Live Scan sites:

(Note: This is the preferred method for individuals who reside in Tennessee or have a Tennessee address)

1. To Schedule an appointment for fingerprinting, go online to the MorphoTrust website <http://www.L1enrollment.com> and select Tennessee then 'Online Scheduling' or call MorphoTrust toll-free at (877) 472-6915. Appointment scheduling via the website is available 24 hours, every day of the year. Appointment scheduling via the call center is available 9:00 a.m. to 9:00 p.m. Monday through Saturday.

Please provide the scheduler with the reason for fingerprinting and ORI# DFI-TN920791Z.

2. The Department's **Applicant Information Form** (attached) includes all information the individual will need to provide at his/her appointment. It is recommended that the **Applicant Information Form** be completed and taken to the MorphoTrust Scan site for reference and convenience during the appointment.
3. The fingerprinting fee of **\$32.65** is payable to **MorphoTrust USA**. Payment can be made either at the time the appointment is made on-line, or when the fingerprints are taken at the MorphoTrust site.
4. When the individual goes to the MorphoTrust location, he/she must bring the following items:
 - Two forms of identification, at least one of which must have a photo. When he/she schedules the appointment, MorphoTrust will give the individual the options of what forms of identification are considered acceptable. A list is also printed on the Department's Applicant Information Form.
 - If the individual did not already pay on-line when he/she scheduled the appointment, he/she will need to make payment at the time of the appointment. Payment options include: personal or business check, certified check, bank check, money order, or credit card.

It is recommended that the individual also bring the following items:

- A completed Department **Applicant Information Form**.
 - If the appointment is scheduled through the MorphoTrust website, MorphoTrust recommends that the applicant also print out the confirmation page and bring it to the appointment.
5. At the fingerprinting location, the identification documents will be reviewed, fingerprints will be rolled and a photo will be taken.
 6. The individual will be provided two receipts indicating the individual's name, fingerprinting location, date and time, fee paid and reason for fingerprinting. The individual should retain the other copy for his/her records.

7. If fingerprints do not scan properly due to image quality reasons, MorphoTrust will contact the individual and advise that he/she must schedule an appointment for rescanning. There is no cost for rescanning services.

B. Manual Fingerprinting using Rolled Fingerprint cards:

(Note: For out-of-state applicants unable to access Tennessee MorphoTrust Live Scan Sites.)

1. The individual must obtain the hard copy fingerprint cards from the Department. Requests for fingerprint cards should be sent via email to wade.mccullough@tn.gov

The email must include:

- The reason for requesting the cards (name of proposed entity and role of applicant);
- The number of cards requested (please note that only one per person will be provided);
- The name and address of the person to whom they should be sent;
- A telephone number to call if we need to contact you.

When the fingerprint cards are received, please confirm that the ORI# DFI-TN920791Z number is printed on them.

2. The individual should complete the information on the fingerprint cards according to the **Fingerprint Card Instructions** enclosed with the card.
3. Once the fingerprint card information has been completed, **the individual should call MorphoTrust at (855) 226-2937 to obtain a registration number.** Write the registration number on the back of the fingerprint card.
4. The individual must then take the fingerprint card (with registration number noted on the back) and **Fingerprint Certification Form** (also enclosed) to a law enforcement or government agency to have their fingerprints taken. The **Fingerprint Certification Form** should be completed at the time the fingerprints are taken.
5. The individual will be provided a receipt from the agency that took the fingerprints. The individual should make a copy of the receipt and retain it for his/her records.
6. The individual must submit the following directly to the law enforcement or government agency with instructions to forward all items directly to **MorphoTrust**:
 - One complete fingerprint card for ORI #DFI – TN920791Z with the individual's registration number noted on the back of the card;
 - **Payment of the \$32.65** processing fee;
[Payment by personal or business check, certified check, bank check, or money order should be **made payable to MorphoTrust USA** and submitted with the fingerprints. If you pay by third-party check, print the applicant's name at the top of the check.]
 - **A Fingerprint Certification Form;**
 - A receipt from the agency that took the fingerprints;
 - A stamped envelope addressed to:

MorphoTrust USA
Card Scan Department
3051 Hollis Drive
Springfield, IL 62704

4. The law enforcement or government agency should mail all documents to **MorphoTrust**. If the fingerprint submission is rejected for image quality reasons, **MorphoTrust** will contact the individual via US mail and advise him/her that fingerprints must be retaken. While there is no additional charge for reprocessing, individual may be required to pay a charge to the entity rolling the fingerprints.
5. Please note that any costs for taking the fingerprints are the responsibility of the individual. These costs are in addition to the processing fees payable to **MorphoTrust**, as noted above.

C. Fingerprinting of Foreign Nationals

(All non-U.S. citizens, whether residing within Tennessee or out-of-state, should utilize the following procedures.)

1. The individual must request a copy of an Identity History Summary, directly from the Federal Bureau of Investigation (“FBI”). The steps to request an Identity History Summary Check are found on the FBI website at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>.
2. In completing the application for an Identity History Summary, the individual should insert the following information in the section marked “Mail Results to Address”:

C/O: Tennessee Department of Financial Institutions
ATTN: Executive Administrative Assistant, Administrative Division
Address: Tennessee Tower, 26th Floor, 312 Rosa L. Parks Avenue
City: Nashville
State: Tennessee
Postal Code: 37243
Country: United States
Phone #: (615) 693-2822

PLEASE NOTE: You must sign the form in order for the FBI to forward the Summary to the Department for review.

3. Pursuant to statute the Commissioner will, at the expense of the applicant, conduct an international background investigation or require the individual to provide the results of an international background investigation, which the Commissioner has the discretion to accept or reject.

Please note that, pursuant to statute, the Commissioner may conduct an independent international background investigation of a non-U.S. citizen, at the expense of the applicant. In addition, the Commissioner has the discretion to accept or reject the results of any international background investigation.

TDFI Trust Company Fingerprint Applicant Information Form

Instructions for Applicant: Complete this form and visit <http://www.L1enrollment.com> or call (877) 472-6915 to schedule an appointment for fingerprinting. Remember to bring this form and required forms of identification to your fingerprinting appointment.

Agency Section:

ORI: _____

Contributor Agency: Dept. of Financial Institutions

Proposed Public Trust Company Name: _____

Applicant Section: ☐ *New Submission* ☐ *Resubmission*

Name of Applicant: _____

Alias/Maiden Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Age: _____ Height _____ *ft.* _____ *in.* Weight _____ *lbs.*

Sex: _____ Eye Color: _____ Hair Color: _____ Race: _____ Ethnicity: _____

State/Country of Birth: _____ Country of Citizenship: _____

Alien Registration #: _____ Miscellaneous I.D. No.: _____

Accepted Forms of Identification:

Note: Applicant MUST present two (2) forms of ID, at least one of which must have a photo (Column A)

Column A – Valid Photo Identification:

- U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card
(issued by U.S. State or Territory)
- School or College ID Card (with photo)
- Unexpired Employment Authorization (Form I-766)
- Photo ID Card issued by federal, state or local govt.

Column B – Valid Supplementary Identification:

- Voter registration card
- U.S. Military Card or draft record
- Military dependent's ID card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- U.S. Social Security Card
- Original or certified copy of a Birth Certificate
issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (issued by U.S. Dep't of State)
- U.S. Citizen ID Card (Form I-197)