



**BINARY
BIOMETRICS**

CERTIFIED LIVESCAN®

Out of State Livescan Instructions FLORIDA



 **1-855-SCAN-MY-5 (1-855-722-6695)**

What to do when sending us your package:

COMPLETE THE INFORMATION FORM REQUEST.

This form appeared for you when purchasing the kit online. By this point you should have started the form or finished it.

This form does not allow you to provide a social security number. If you have a social security number or an ITIN, you must provide it in the "SOC" field on your fingerprint card. If you have any questions, please feel free to give us a call at 1-855-SCAN-MY-5 (1-855-722-6695).

- #### ROLL YOUR PRINTS.
- Get your fingerprint cards rolled at your local police station (it is a good idea to call ahead and verify that they offer that service, if you need an appointment, and how much they charge). Some police stations may be able to scan your prints electronically and then print them onto hard cards for you. In such instances, only one copy of your fingerprints is required. When getting fingerprinted, relax your hand and let the officer guide your fingers. If you are concerned that your fingerprints will be of low quality and possibly deemed illegible by the FBI, be sure to stay hydrated starting the night before and continuing until the time of your appointment. Use hand lotion/cream with aloe the night before and an hour before your appointment on your hands to ensure the best possible print quality. A private provider, if qualified, may also roll your prints.

- #### TAKE YOUR PHOTO (OPTIONAL, IF APPLICABLE).
- If your ORI number starts with four letters (EDOHXXXXZ, EDCFXXXXZ, EAHCAXXXXZ, etc.) your background check may be eligible for a photo component. The photo is optional; however, we highly recommend it. If your photo is taken when submitting your prints, your regulating agency may retain your prints and information for the next five years. This means that, for example, a CNA who is getting her license here in Florida who also gets her photo submitted with a background check will not have to get her prints taken again when she is employed by a medical facility or if she decides to get her RN license in four years. This is because all of the information required for her background checks may be obtained from the Agency for Healthcare Administration's Clearinghouse where they retained her information from her original fingerprinting record. However, if she decided to become a real estate agent, which is not regulated by the Department of Health or AHCA, she would need to get a new set of prints taken and submitted.

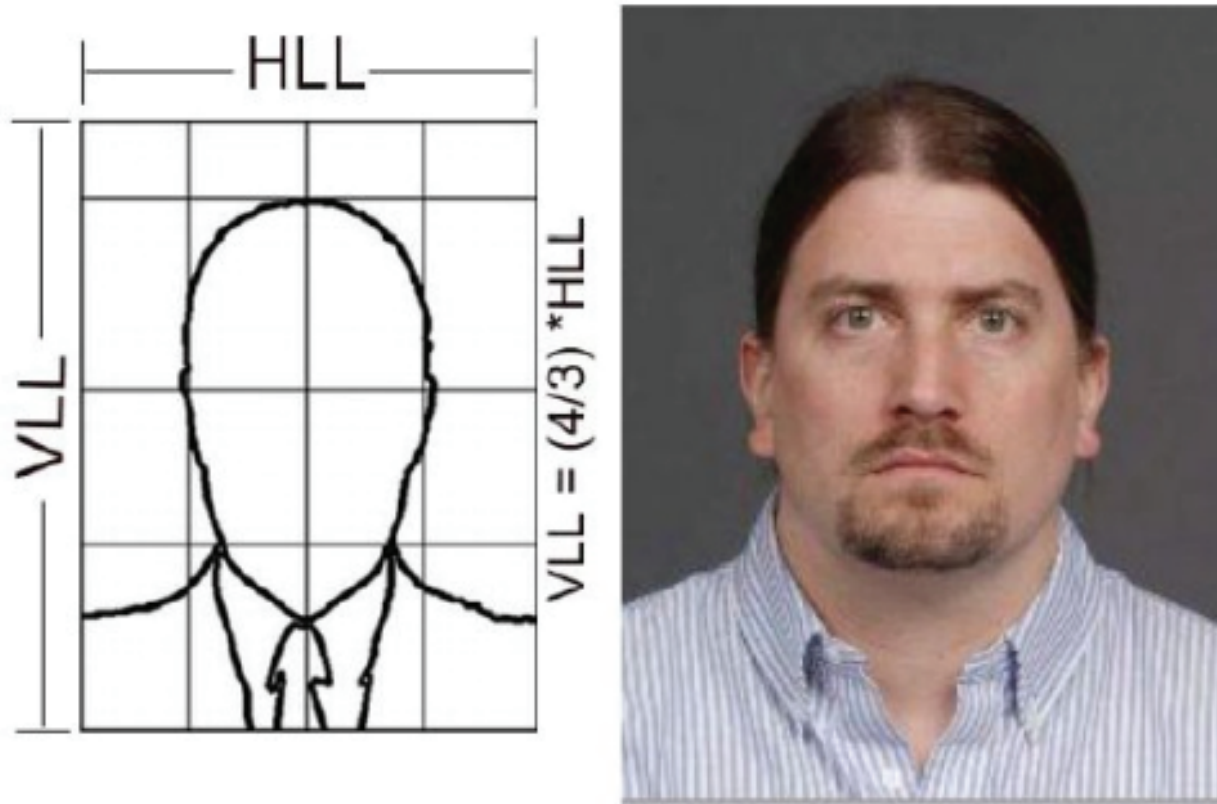


Figure 24: A facial template and example of "Head and Shoulders" scene constraints

The photo must be taken at the same time your prints are taken, typically by the technician who is rolling the fingerprints. This is an uncommon practice for civil requests so many locations may not be familiar with the procedure and the requirements. You may request a local precinct or Livescan Provider to take the photo for you using the specifications below, but if they refuse please remember that this is an optional part of your request and is required for admission to the Clearinghouse, not to get your background check completed:

- a. Similar to a passport photo, the photo must be taken centered in front of a gray backdrop with the top of your shoulders visible, space equal to or greater than one-quarter of the overall photo size above your head, and your face taking up approximately 50% of the width of the photo with an even 25% space on either side of your face (see diagram above).
- b. No hats, glasses, or teeth showing.
- c. The full face must be visible.
- d. Look directly into the camera, eyes must be open and staring forward.
- e. It is NOT a glamour shot, so do not worry about hair or makeup unless it is obstructing your face; these images are usually only ever used for facial recognition software.
- f. The photo must be SAP30 compliant and must be sent as a digital picture (JPEG or JPEG2000 file). The pixel aspect ratio must be 1:1. It must be in the highest resolution possible. Please send your digital photo to our email at support@binarybiometrics.com with "Out of State Photo" then your first and last name as the subject line. For example, "SUBJECT: Out of State Photo: Jane Doe" Please watch the following video tutorials to complete the photo using a smart phone:

<https://fingerprinthehelp.com/clearinghouse>

IDENTIFICATION. You should have uploaded these to the Information Form, but if you did not you may send this in with your cards:

One (1) clear, color copy of a primary and a secondary ID. Primary IDs must be government-issued photo ID such as:

- Driver's License,
- Passport,
- State ID,
- Concealed Weapons Permit, or Permanent Resident Card.

Secondary ID may be any of the ID's listed above, but if not available, it must be an ID which has at least the applicant's name on it (need not be government-issued) such as:

- Birth Certificate
- Marriage Certificate
- Social Security Card,
- Voter Registration Card, or
- Bank or credit card,

NOTE: Too dark, grainy, or faint copies are not acceptable. If you are not sure if your identification qualifies, please call and check with one of our representatives before mailing. Your prints will NOT be processed without proper identification.

SEND EVERYTHING BACK TO US. Once you have completed the steps above, send your documents back to us for processing. Send to the address below. You should have:

- Payment (if paying by check/money order)
- The Completed FD-258 Fingerprint Card(s)
- A copy of your primary and secondary forms of identification (if not already uploaded online)

FOLLOW-UP. You should receive a tracking number (called a TCN or Transaction Control Number) by email once your prints have been processed at our office. If you do not receive a TCN five days after shipping your packet, please contact our office directly. Most background checks take around five business days to process by FDLE, the FBI, and your regulating agency. If your online application portal does not reflect that the agency has received your background check after five business days, it would be prudent to contact them directly with your TCN to see if they can track your report manually.

RETURN YOUR CARDS TO:

Arcadier, Biggie, and Wood PLLC
2815 W New Haven Ave, Ste 304
Melbourne, FL 32904

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support@binarybiometrics.com