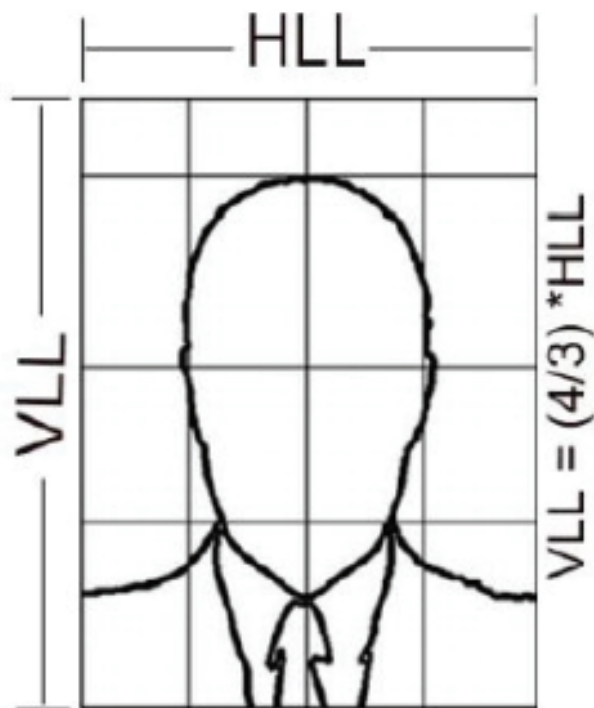☐ **TAKE YOUR PHOTO (OPTIONAL, IF APPLICABLE).** If your ORI number starts with four letters (EDOHXXXXZ, EDCFXXXXZ, EAHCAXXXXZ, etc.) your background check may be eligible for a photo component. The photo is optional; however, we highly recommend it. If your photo is taken when submitting your prints, 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.

Photo requirements for visual reference (per AHCA via ANSI/NIST-ITL):

ANSI/NIST-ITL 1-2011: UPDATE 2013 **NIST Special Publication 500-290 Version 2 (2013)**

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 by the technician who is rolling the fingerprints. There are Binary Biometrics regional offices available across the country and internationally which are capable of completing the photo and hard card fingerprinting option for you. Please contact our office at 1-855-722-6695 or at info@binarybiometrics.com to find the closest regional partner to you. If there is not a location near you, you may request a local precinct or Livescan Provider to take the photo for you using the specifications below:

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 and the image aspect ratio must be 4:5 (480x600 pixels).Please send your digital photo to our email at info@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"

Again, the photo is optional. It may be a bit more work to include it, but it may save you time and money in the future to get it done now.

☐ **IDENTIFICATION.** 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
- ☐ SocialSecurity Card,
- ☐ VoterRegistration 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, use the pre-paid, pre-addressed envelope enclosed to send your documents back to us for processing. You should have:

- ☐ The Completed FD-258 Fingerprint Card(s)
- ☐ The Completed Information Form (Completed to the best of your ability)
- ☐ A copy of your primary and secondary forms of identification

☐ **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.

IF YOU HAVE ANY QUESTIONS DURING ANY PART OF THE PROCESS, FEEL FREE TO CALL OR EMAIL OUR OFFICE!

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

info@binarybiometrics.com

Revised 4/2016