



FINGERPRINT CARDS

If you are outside of Florida and are unable to travel to Florida for your LiveScan fingerprinting then Fingerprint Cards are the standard option. By using Personal Security Concept's **Card Scan Processing Service** we can convert a traditional fingerprint card (hard card) into an electronic fingerprint record for you!

The complete cost for this service is **\$100** and includes the following services: Card Scanning, Electronic Submission, and Level II Background Screening performed by the Florida Department of Law Enforcement (FDLE) and the FBI. **Please note that if a photograph is required for your license, you must send us an appropriate picture to submit with your fingerprints or your background screening results will not be placed in the AHCA Clearinghouse. Instructions for sending us the appropriate type of photograph are included in this instruction sheet.**

Please follow these steps carefully:

1. Have your fingerprints taken on FBI FD-258 fingerprint card at your local police station/sheriff's office. Make certain that the fingerprint scan card is filled out completely and that it is signed by the official taking your fingerprints.
2. Print out the form from our website called: "**OUT OF STATE FLORIDA LICENSING APPLICANT**". This form must be filled out **completely**. The information for the **ORI #** can be obtained from your employer or the Agency requiring you to get the background screening performed. This information can usually be found on their website or you may need to call them for their ORI number. This is **required** by the FDLE in order for them to know where to send the results of the background screening.
3. Make a legible photo copy of your government issued photo I.D. (passport or driver's license).
4. Mail the fingerprint card(s), the completed form, the legible copy of your government issued photo ID, and your payment of \$100 (Certified Check, Money Order, or major credit card) to:

**PERSONAL SECURITY CONCEPTS
3116 CAPITAL CIRCLE NE, Suite 3
TALLAHASSEE, FL 32308**

Please contact us by phone to make your payment by credit card.

NOTE: We cannot accept International Money Orders. If you live outside of the United States, please be advised that you will need to make your payment with a major credit card.

5. **For including required photographs:** If a photograph needs to accompany your application you should take one with a **neutral colored, plain background**. It should be from just above the **top of your head to include your shoulders, with a neutral facial expression (like a passport photo), with no glasses**. This must be sent to us via e-mail as a .JPG **ATTACHMENT**. Our e-mail address: **OLNFL@YAHOO.COM**



OUT OF STATE FLORIDA LICENSING APPLICANT

Please **print** all information clearly and legibly. Send this completed form to **PERSONAL SECURITY CONCEPTS** with your payment, the legible copy of your government issued photo I.D., and your completed and signed Fingerprint Card.

Last name _____ First name _____

Mailing Address _____

(Street Name and Number) (City) (State) (Zip Code)

Telephone _____ E-mail Address _____

Date of Birth _____ (Year / Month / Day)

Place of Birth _____ Country of Citizenship _____

(Which US State or Foreign Country)

Gender _____ Race _____ (FBI choices for race are: Asian, American Indian/Alaska native, Black, White, or Unknown)

Height _____ Weight _____

Eye Color _____ Hair Color _____

Social Security Number _____

ORI # _____ (Required)

By signing below I agree that I have verified the information above and that it is correct. I further agree that if at some future point resubmittal of my fingerprints is necessary due to an error in the information I have verified, Personal Security Concepts will not resubmit my fingerprints without payment for the resubmittal. I also understand that since Personal Security Concepts is unable to take my photograph, which results in my background screening results not being placed in the AHCA or DOH Clearinghouse, this may require me to have additional fingerprinting in the future.

Signature _____ Date _____