

Non-Resident Manual Card Scan Processing Procedures

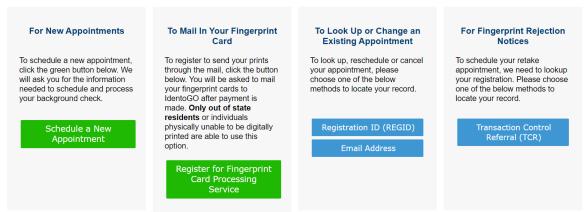
Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use the Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "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. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Cardscan Submissions

Applicants must go online to the enrollment website at https://sc.ibtfingerprint.com or call our customer service center at (866) 254-2366 to complete the registration process. During the registration process, applicants should select "Register for Fingerprint Card Processing Service" (2nd option below) on the Fingerprinting and Enrollment Services page. This will identify that a hard card will be completed and mailed to IdentoGO for conversion to an electronic fingerprint record which will then be submitted to the South Carolina Law Enforcement Division.

For Licensing, Certification or Employment requirements in South Carolina

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

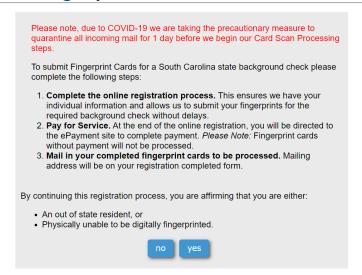




 You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Yes' to proceed to the next page.

South Carolina

Fingerprint Card Submissions



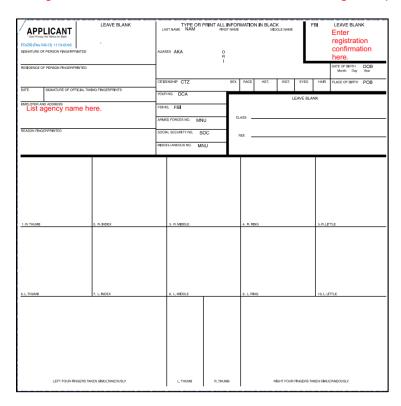
- Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration.
 When paying by check, only business checks and money orders are accepted. These should be made payable to Idemia.
- A registration number will be supplied at the end of the registration process. This
 registration number must be recorded on the fingerprint card when it is submitted for
 proper processing and to avoid delays.
- Pre-registration and pre-payment are required for all fingerprint card submissions. Any
 cards received without both those requirements being met will be returned to applicant
 unprocessed.
- Applicants should obtain a set of fingerprints from a local law enforcement agency or
 other entity that provides fingerprinting services. These fingerprint cards may be either
 traditional ink rolled fingerprints or electronically captured and printed fingerprint cards
 however they must be submitted on standard FBI applicant cards (FD-258).
- FBI fingerprint cards are available from the state agency requiring you to be fingerprinted (i.e. Department of Education, Insurance, Labor, etc.) Due to agency specific information, we do not provide fingerprint cards to applicants.
- Applicants need to make sure the fingerprint card is completely filled out (sample card
 on following page). Required information includes: ORI number, full name, social
 security number, date of birth, home address, sex, height, weight, hair color, eye color,
 place of birth (state or country only), citizenship, reason fingerprinted and the
 confirmation number provided to you at the end of the registration process.



- The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.
- Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the fingerprint submission process.
- The fully completed card should then be mailed to the following address:

IdentoGO
Cardscan Department - SC Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

- Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.
- **Do not send completed certification or licensing applications to IdentoGO.** These documents should be returned to the state agency that will be issuing the license.
- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative. Please allow 5-7 business days after mailing for results to be communicated before calling to inquire.





• For submitting retake fingerprint cards, please see the instructions below for where to place notification of retake and TCR number.

