

Guidelines for out-of-state fingerprint card digitization and electronic transmission to FDLE

Jax Florida Fingerprinting LLC provides fingerprint-card processing service for applicants who have their fingerprints taken outside Florida and need completed fingerprint card converted to electronic fingerprint file via card scan technology and submitted through an applicable FDLE electronic submission process.

Steps to Follow:

1. Obtain your fingerprint card

Have your fingerprints taken by an authorized fingerprinting provider, law-enforcement agency, or other facility accepted by your requesting agency.

2. Complete your requesting-agency requirements

Before sending your fingerprint card, obtain the required:

- Requesting agency or organization name
- Purpose of the fingerprint submission
- ORI
- Applicant/license/application number, if applicable
- Any required agency forms or instructions

3. Mail your fingerprint card to us

Send your completed fingerprint card and our application package to:

Jax Florida Fingerprinting LLC
10163 Fortune Parkway, Suite G36
Jacksonville, FL 32256

We recommend using a trackable mailing service.

4. We review and digitize your fingerprints

Our office reviews the fingerprint card for processing requirements and converts eligible fingerprint-card information into an electronic format.

5. Electronic submission

When the requesting agency and applicable FDLE requirements permit electronic submission, we transmit the fingerprint transaction electronically using the appropriate submission process.

6. Receive your submission information

After processing, you will receive documentation of the service performed and, when issued, the Transaction Control Number (TCN) associated with the electronic transaction.

Cardscan Application

You can type in your information directly into the forms and print them.
You can also print them off and fill them in by hand.

PLEASE TYPE IN OR WRITE CLEARLY & IN BLOCK CAPITALS

Last Name

First Name

Middle Name(s)

Current Address

Address Line 2

City

State/Province

Country

ZIP/Postal Code

Telephone #

Email Address

Date of Birth

Sex/Gender

(yyyy-mm-dd)

Criminal Record Check needed for:

ORI Number

Your ORI must come from the agency, employer, licensing authority, or other organization requesting your fingerprints. Do not guess the ORI.

Send your completed fingerprint card and our application package to:

Jax Florida Fingerprinting LLC
10163 Fortune Parkway, Suite G36
Jacksonville, FL 32256

Ph: 904 483 0976

Signature_____

Date_____

Check-List

Please include:

- ☐ Completed fingerprint form/card
- ☐ Completed card scan application
- ☐ Required requesting-agency form(s), if applicable
- ☐ Copy of identification
- ☐ Payment
- ☐ Any special instructions provided by the requesting agency

APPLICANT

* See Privacy Act Notice on Back

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SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME	NAM	FIRST NAME	MIDDLE NAME
ALIASES AKA		O R I	

FBI LEAVE BLANK

DATE OF BIRTH	DOB
Month Day	Year

CITIZENSHIP CTZ	SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH	POB
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YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

REF.

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY	L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY
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Credit Card Authorization Form

Name

(as it appears on the credit card)

Paying for

(if applicable)

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Expiration Date (MM/YYYY)

CVV Code

Total amount to be applied

US\$

4% of the total amount will be added as a transaction fee.

Card Holder's Signature: _____

Date Signed _____