

Non Resident LiveScan Processing Procedures

Applicants who reside in an area where no L-1 Enrollment Services LiveScan machines are available may use L-1's LiveScan 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 a LiveScan machine. The section below details the procedures for submitting fingerprints to the LiveScan Processing Unit.

Florida Licensing

- Applicants must go online to the L-1 Enrollment website (www.l1enrollment.com) or call the toll free registration center at 1-888-717-5699 or 1-800-528-1358 and complete the registration process. During the registration process, applicants should select **"Pay for Ink Card Submission"** on the Appointment Details page.

- Applicants should obtain a set of fingerprints from a local law enforcement agency. These fingerprints may be either traditional ink rolled fingerprints or LiveScan fingerprints.
- FBI applicant cards are available from the state agency requiring you to be fingerprinted (i.e. Dept of Financial Services, Florida Bar Associations, etc.). Please contact those agencies directly to obtain fingerprint cards. *Due to agency specific information, L-1 does not provide fingerprint cards to applicants.*
- Applicants need to make sure the fingerprint card is completely filled out. Required information includes: ORI number, full name, social security number (if required by agency), date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted.



ENROLLMENT SERVICES DIVISION

- The ORI number that should be used on the fingerprint card is usually available on the processing instructions provided by the state agency.
- Reason fingerprinted should specify what type of license the applicant is applying for (insurance, construction, elder affairs, bar applicant, etc.)
- **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 licensing process.**
- The fully completed card should then be mailed to the following address:

Department of Financial Services and Department of Management Services applicants **ONLY** please follow the directions provided by your agency for submitting your hard card for processing.
Do not send your cards directly to L-1; they will be returned to you unprocessed resulting in a delay in your background check processing!

All other applicants (including Florida Bar Association, please send your completed hard card to:
*Prints Inc/L-1 Enrollment
119 East Park Avenue
Tallahassee, FL 32301*