

Jonathan Zachem, Secretary

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## FREQUENTLY ASKED QUESTIONS

### ELECTRONIC FINGERPRINTING

Applicants can use any Livescan vendor that has been approved by the Florida Department of Law Enforcement to submit their fingerprints to the department. Please ensure that the Originating Agency Identification (ORI) number is provided to the vendor when you submit your fingerprints. If you do not provide an ORI number or if you provide an incorrect ORI number to the vendor, the Department of Business and Professional Regulation will not receive your fingerprint results. **The applicant is fully responsible for selecting the vendor and ensuring submission of the prints to the department.**

**1. When should I submit my fingerprints if I am applying for a license?**

We suggest that you submit your fingerprints using a Florida Department of Law Enforcement (FDLE) approved [Livescan Device Vendor](#) at least 5 days prior to submitting your application for licensure. This will allow sufficient time for FDLE to process your fingerprints and submit the results to the Department. If your fingerprint results are not received by the Department at the time your application is being processed, your application will be deemed incomplete.

**2. How do I find a Livescan vendor in order to submit my fingerprints to the department?**

The Department of Business and Professional Regulation accepts electronic fingerprinting service offered by Livescan device vendors that are approved by the Florida Department of Law Enforcement and listed at their site. You can view the vendor options and contact information at [Livescan Device Vendors List](#).

**3. What information must I provide to the Livescan vendor I choose?**

If you are an applicant seeking a license for any profession regulated by the Department of Business and Professional Regulation, which requires a criminal background search as a condition of licensure, you must provide accurate demographic information at the time your fingerprints are taken.

Please make sure that you **clearly identify the profession** for which you are seeking to be licensed or select "Military Endorsement" and submit your fingerprints payment to the vendor. Any inaccurate information that you provide could cause a delay in processing your request.

You must provide the correct ORI number.

**4. Where do I get the ORI number to submit to the vendor?**

The following professions require submission of electronic fingerprints as a part of the licensure application. The ORI number identifies the correct profession and the agency that is responsible for processing your request. The ORI numbers are indicated next to each profession.

Real Estate Sales and Brokers	- FL920010Z
Real Estate Appraisers	- FL922050Z
Construction	- FL923400Z

Community Association Managers	- FL921932Z
Talent Agents	- FL921670Z
Athlete Agents	- FL922040Z
Employee Leasing	- FL921880Z
Alcoholic, Beverages and Tobacco	- FL 920150Z
Home Inspectors	- FL 924250Z
Mold Remediation or Assessment	- FL 924260Z
Military Endorsement	- FL 924270Z (All Boards)
Drugs, Devices & Cosmetics	- FL 924780Z
Florida Condominiums, Timeshares, and Mobile Homes (FCTMH)	- FL921900Z
Pari-Mutuel Wagering (PMW)	- FL920630Z
Pari-Mutuel Slots (PMW)	- FL923230Z

FDLE will only retain the criminal results from applicants for a period of six months from the date the fingerprints were rolled. Applicants should submit their applications **soon** after submitting their fingerprints in order to afford themselves an opportunity to resolve any application deficiencies prior to the expiration of the criminal history results.

**5. How does the electronic fingerprinting process actually work?**

In the traditional method of fingerprinting, ink is applied to each of your fingers which are then “rolled” across a fingerprint card to obtain your prints. With electronic fingerprinting, there is no ink or card. Your fingerprints are “rolled” across a glass plate and scanned. It is faster and cleaner than the traditional method. Electronic fingerprinting reduces the likelihood of illegible fingerprints and will reduce the overall application processing time.

**6. How long will it take to have my fingerprints scanned?**

It should only take approximately 5-10 minutes.

**7. How much does electronic fingerprinting cost?**

The total fee charged by each vendor varies. Please contact the vendor to obtain this information. The fingerprint results are usually received by the department two to four days after your fingerprints are scanned.

You can view the vendor options and contact information at [Livescan Device Vendors List](#).

**8. What do I need to bring with me to the Florida electronic fingerprinting site?**

All applicants will be required to bring two (2) forms of identification to the electronic fingerprinting site on the day of scheduled fingerprinting. One of the two types of identification must bear your picture and signature such as a driver’s license, state identification card or passport. Applicants cannot be

permitted to be fingerprinted without proper identification.

**9. I submitted my fingerprint through an FDLE approved vendor, but I have now received a deficiency letter regarding my fingerprints? What should I do?**

As of the date of the mailing of the deficiency letter, your electronic fingerprinting results have not been transmitted to the Department of Business and Professional Regulation. We will not be able to process your application until we have received this information. You should contact your fingerprint vendor to determine if they have submitted the prints to the FDLE for processing.

Vendor contact information can be viewed at [Livescan Device Vendors List](#).

**10. What should I do if I am notified by the Department of Business and Professional Regulation that the Florida Department of Law Enforcement or the Federal Bureau of Investigation determined my electronic fingerprints were illegible?**

The electronic fingerprint scanning machines are equipped to determine if your fingerprints scanned successfully; however, if it is determined by the Federal Bureau of Investigation that your prints were not legible, we will send you a notification letter asking you to go back to the same vendor that did your initial prints and schedule a re-roll of your prints. You will be required to bring the notification letter with you as information such as the TCN (Transaction Control Number) and TCR (Transaction Control Reference) must be identified and used at the time of the reroll.

**11. How long are my fingerprints valid for?**

DBPR will retain results of the prints for 12 months from the date your digital fingerprints were electronically received by the Florida Department of Law Enforcement. FDLE retain the prints for 180 days only. If your prints have expired at the time your application is submitted to the department, you will be required to submit new prints again.

**12. Can I use my recent prints to apply for another professional license?**

Per FBI regulation, your prints cannot be shared between professions or with other agencies. You are required to have separate prints for each license you are applying for, using the correct ORI.

**13. What kind of assistance can the DBPR provide if I have problems with a Livescan vendor?**

As an applicant, you have the choice to select a vendor approved by the FDLE. Since DBPR does not approve or regulate Livescan vendors, you will be fully responsible for the fingerprint submission and for ensuring that the prints have been timely submitted to the FDLE. The DBPR retrieves the fingerprint results from the Department of Law Enforcement through a secure web site. We suggest that you ask the vendor for a receipt showing payment date and other pertinent information in case you need to go back to them for assistance.

**14. If I am living out of state, how do I submit my fingerprints without having to travel to Florida?**

Go to the FDLE [Livescan Device Vendors List](#) and choose a Livescan vendor that is certified as “hard card scanning capable”. These vendors have the ability to process fingerprints through additional methods, including the use of hard copy fingerprint cards. If the vendor requests that you provide a fingerprint card, you may call the Department of Business and Professional Regulation at 850.487.1395 to obtain one. When requesting a card, please specify the profession for which you are seeking licensure.

**15. What if I am living out of state and unable to secure my fingerprints through a “hard card scanning” capable vendor?**

If you are unable to obtain fingerprinting services through an FDLE approved “hard card scanning capable” vendor, please contact the Department of Business and Professional Regulation by calling 850.487.1395 to request the alternative procedure for fingerprint processing and fingerprint card. Each fingerprint card has a specific ORI code identifying the profession. When requesting a card, please specify the profession for which you are seeking licensure.

Once the fingerprint card is received, you may then go to a local law enforcement office in your area to have your fingerprints rolled onto the card. Other information will be completed at the local law enforcement agency. For all programs, the completed card must be mailed to: FLDBPR, Florida Fingerprinting Program, Prints Inc., 119 East Park Avenue, Tallahassee, FL 32301, where the fingerprint card will be scanned. Prior to mailing your fingerprint card, you must complete the steps listed at <https://pearson.ibtfingerprint.com/> in order to register and make advance payment of \$50.00 plus Florida Sales Tax. Do not send any money to Prints Inc.

*Out of State Alcoholic Beverage and Tobacco Applicants only:*

Your fingerprint card can be obtained from the Department of Business and Professional Regulation by contacting the Division of Alcoholic Beverages and Tobacco at 850.488.8284, or one of the division's district offices. A listing of the district offices can be found on the web at [http://www.myfloridalicense.com/dbpr/abt/district\\_offices/licensing.html](http://www.myfloridalicense.com/dbpr/abt/district_offices/licensing.html). Once the fingerprint card is received, you may then go to a local law enforcement office in your area to have your fingerprints rolled onto the card. Information specific to the Division of Alcoholic Beverages and Tobacco will be preprinted on the fingerprint card. Other information will be completed at the local law enforcement agency. The instructions for submitting your fingerprint card are outlined above.

**16. What happens after I get my fingerprints done using a Livescan vendor?**

The Livescan vendor will send your scanned fingerprint images to the Florida Department of Law Enforcement (FDLE) using the [ORI number](#) you provide to the vendor. The FDLE/FBI will process the fingerprints and provide the results to the Department of Business and Professional Regulation, usually within three to five business days from the scan date. You do not have to do anything with your fingerprint results unless the department contacts you for additional information.

**17. How can I determine the status of my Livescan transaction?**

The Florida Department of Law Enforcement (FDLE) has developed a new feature that will allow an individual or organization to perform a search to determine the status of an applicant Livescan transaction. The Civil Workflow Control System (CWCS) serves as the FDLE automated applicant criminal history request system. The status of a CWCS transaction can now be provided from a search within the newly developed "Civil Workflow Control System Transaction Status Search". The only identifier needed to perform the search is the Transaction Control Number (TCN) which is generated at the time the applicant information and fingerprints are captured.

The "Civil Workflow Control System Transaction Status Search" is available to the public at: <https://cchinet.fdle.state.fl.us/search/app/tcnlookup?4>

**18. What happens if the fingerprint results indicate that I have a criminal history?**

If you have a criminal history, your application will be reviewed by the department to ensure that your criminal history will not statutorily disqualify you from becoming licensed in that particular profession. Depending on the type of criminal offense(s), your application might require board review or require your personal appearance before the board. You will be notified in writing of any required appearance before the board.