

# ELECTRONIC FINGERPRINTING FREQUENTLY ASKED QUESTIONS

Division of Drugs, Devices and Cosmetics



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## Contents

Before you Begin .....	2
Frequently Asked Questions .....	2
How do I find a Livescan vendor in order to submit my fingerprints to the department?.....	2
What information must I provide to the Livescan vendor I choose? .....	2
Where do I get the ORI number to submit to the vendor? .....	2
How does the electronic fingerprinting process actually work? .....	2
How long will it take to have my fingerprints scanned? .....	2
How much does electronic fingerprinting cost? .....	3
What do I need to bring with me to the Florida electronic fingerprinting site? .....	3
I submitted my fingerprint through an FDLE approved vendor, but I have now received a deficiency letter regarding my fingerprints? What should I do?.....	3
What should I do if I am notified by the Department that FDLE or the FBI determined my electronic fingerprints were illegible? .....	3
How long are my fingerprints valid for? .....	4
Can I use my recent prints to apply for another permit or license from the Department?.....	4
What kind of assistance can the Department provide if I have problems with a Livescan vendor? 4	
If I am living out of state, how do I submit my fingerprints without having to travel to Florida? .....	4
What happens after I get my fingerprints done using a Livescan vendor?.....	4

***Purpose of this Document:*** *To provide information on Electronic Fingerprinting for the Florida Department of Business and Professional Regulation, Division of Drugs, Devices and Cosmetics.*

## Before you Begin

Applicants can use any Livescan vendor that has been approved by the Florida Department of Law Enforcement (FDLE) to submit their fingerprints to the Department of Business and Professional Regulation (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 will not receive your fingerprint results. The applicant is fully responsible for selecting the vendor and ensuring submission of the prints to the department.

## Frequently Asked Questions

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

The Department 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](#).

### What information must I provide to the Livescan vendor I choose?

1. You must provide accurate demographic information at the time your fingerprints are taken.
2. You must **clearly identify the profession** for which you are seeking to be licensed or select “Temporary License for Military Spouse” and submit your fingerprints payment to the vendor. Any inaccurate information that you provide could cause a delay in processing your request.
3. You must provide the correct ORI number.

### Where do I get the ORI number to submit to the vendor?

The Division’s ORI number is: **FL 924780Z**.

### 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.

### How long will it take to have my fingerprints scanned?

It should only take approximately 5-10 minutes.

## 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](#).

## 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.

## 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. 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](#).

## What should I do if I am notified by the Department that FDLE or the FBI 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 FBI 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.

## How long are my fingerprints valid for?

The Department will retain results of the prints for 12 months from the date your digital fingerprints were electronically received by FDLE. FDLE only retain the prints for 6 months. If your prints have expired at the time your application is submitted to the Department, you will be required to submit new prints again. 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.

## Can I use my recent prints to apply for another permit or license from the Department?

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

## What kind of assistance can the Department 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 the Department 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 Department retrieves the fingerprint results from FDLE 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.

## 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.

## What happens after I get my fingerprints done using a Livescan vendor?

The Livescan vendor will send your scanned fingerprint images to FDLE using the ORI number you provide to the vendor. The FDLE/FBI will process the fingerprints and provide the results to the Department, 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.