

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.

<p>For New Appointments</p> <p>To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.</p> <p>Schedule a New Appointment</p>	<p>To Mail In Your Fingerprint Card</p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</p> <p>Register for Fingerprint Card Processing Service</p>	<p>To Look Up or Change an Existing Appointment</p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>Email Address</p>	<p>For Fingerprint Rejection Notices</p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Transaction Control Referral (TCR)</p>
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- 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

Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

To submit Fingerprint Cards for a South Carolina state background check please complete the following steps:

1. **Complete the online registration process.** This ensures we have your individual information and allows us to submit your fingerprints for the required background check without delays.
2. **Pay for Service.** At the end of the online registration, you will be directed to the ePayment site to complete payment. *Please Note:* Fingerprint cards without payment will not be processed.
3. **Mail in your completed fingerprint cards to be processed.** Mailing address will be on your registration completed form.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

no

yes

- 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.**

APPLICANT <small>FD-502 (Rev. 04-13) 1110-0046</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		RESIDENCE OF PERSON FINGERPRINTED		LAST NAME		FIRST NAME		MIDDLE NAME	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		ALIASES AKA		O R I		FBI Enter registration confirmation here.	
EMPLOYER AND ADDRESS <i>List agency name here.</i>		REASON FINGERPRINTED		CITIZENSHIP CTZ		SEX		RACE	
YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
CLASS		REX		HT.		WGT.		EYES	
HAIR		PLACE OF BIRTH		DOB Month Day Year		POB		LEAVE BLANK	
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			

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

APPLICANT <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK			
FD-258 (Rev. 9-9-13) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME		Enter registration confirmation here.			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		OR		I		DATE OF BIRTH DOB					
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH POB	
EMPLOYER AND ADDRESS List agency name here.		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		LEAVE BLANK	
REASON FINGERPRINTED		CLASS Retake		REF. Enter TCR number here.									