

## \*Fingerprint Information and Instructions\*

# IdentoGO

IdentoGo ● 1(800)528-1358 ● <https://www.identogo.com/>

Fingerprinting is a mandatory requirement for almost all of the licenses we issue. You must be fingerprinted through our fingerprint vendor IdentoGo. You must submit your fingerprints electronically via LiveScan at one of the closest vendor locations. Please contact IdentoGo for mailing in fingerprint cards which is only for Non-Florida residents or individuals physically unable to be digitally fingerprinted. The fingerprinting fee is \$50.75 (varies); plus local Florida county sales tax. All fingerprint **fees must be paid online only**. Once you have completed the fingerprinting payment and process the fingerprints are submitted electronically to the Florida Department of Law Enforcement and the results of your fingerprint-based criminal history check are then submitted electronically to the Florida Department of Financial Services within 72 business hours. IdentoGo never has access to your fingerprint-based criminal history. **IMPORTANT:** We do not share fingerprint results with other agencies or other states. We do not accept fingerprint results from other vendors or other states.

### **GO TO WEBSITE BELOW**

click here → <http://www.identogo.com/>

*Follow the instructions below to find the nearest fingerprinting location, schedule your appointment and pay the fee online.*

#### **Option 1: Find the nearest location by zip, city or state:**

- Enter your zip code or city in the search box and hit Enter. Choose the location closest to you, click on it, and choose **Schedule Appointment**.
- Scroll down the page, then click on the **Department of Financial Services Applicants** link and or enter your zip, city or region and click **"GO"**
- Using the appointment details scheduler table, choose the fingerprinting vendor closest to you, click **schedule**, **choose a time** and then click continue.
- Complete the **Application Information** page and click **submit**
- On the next page please follow instructions to **complete the payment for the fingerprinting fee. You must complete the payment before going to the fingerprinting location.**

#### **Option 2: Find the nearest location by state:**

- Select **Florida** Only (FL) on the search by state option, scroll down the page, then click on the **Department of Financial Services Applicants** link, enter your **zip, city or state** and click **"GO"** then choose the closest location.
- Next click on the **"Schedule a New Appointment"** link. For Existing Appointments or Fingerprint Rejection Notices follow the other links on page.
- Select Agency name **"DFS-Department of Financial Services"** from the drop-down menu and click **"GO"**
- then choose from the list of applicant types and click on the **"Funeral and Cemetery Services"** option and click **"GO"**
- Complete the **Acknowledgment form** and affirm your consent by clicking the box and then **"GO"**
- Please select the residency status: **FL Resident** or **Out of State**, then enter your **zip code**
- Using the appointment details scheduler table, choose the fingerprinting vendor closest to you, **click schedule**, **choose a time** and then click continue.
- Complete the **Application Information** page and click **submit**
- On the next page please follow instructions to **complete the payment for the fingerprinting fee. You must complete the payment before going to the fingerprinting location.**

**Option 3: Mailing in Fingerprint Cards:** This is the **Non-Resident Card Submission** process limited to those living out of the State of Florida or individuals physically unable to be electronically printed. This is the manual fingerprinting process, and you must contact **IdentoGo** at 1(800)528-1358 to proceed. We do not accept fingerprint cards from your local police or sheriff department.