

March 1, 2015



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1158
615.741.6382 FAX 615.532.2965
<http://regboards.tn.gov>

ELECTRONIC FINGERPRINT SUBMISSION
ATTENTION ALL APPLICANTS

-Security Guard Registration and Contract Security Company License-
This notice does not apply to certified trainer applicants.

Effective **March 1, 2015**, all applicants are requested to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application.

Agency Name: Commerce and Insurance
Applicant Types: Armed Guard
Unarmed Guard
Contract Security Company

Agency ORI #: TN920120Z

Option (1): **IdentoGO by MorphoTrust USA**

IdentoGO/MorphoTrust USA will scan and transmit your fingerprints to the TBI and FBI. Each applicant must have an appointment with Identogo. Identogo will transmit the applicant's fingerprints to the TBI and FBI for processing, and the report will be received by this office. You will submit payment of **thirty eight dollars (\$38.00)** for fingerprint processing directly to Identogo/MorphoTrust USA.

Applicants must take approved identification documents to the appointment with Identogo. Please refer to the list of acceptable identification at:

www.L1enrollment.com

Online Scheduling:

- www.L1enrollment.com
- Click on the Tennessee map.
- You will enter your applicant information as prompted online.
- Enter required information.

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- If you do not have access to the internet you may call 855-226-2937 (toll-free).
- Operators will collect required information and schedule your appointment.

Option (2): **Non Resident applicants:** **Tennessee Non Resident applicants are also requested to utilize electronic fingerprinting.** Please follow the instructions for Identogo/MorphoTrust USA “**Tennessee Card Scan Processing Procedures**”. One (1) fingerprint card can be submitted directly to Identogo and will be electronically processed. Please follow the instructions for Identogo-Tennessee Card Scan Processing Procedures “**Tennessee Non Resident Card Scan Instructions**”. You will submit payment of **thirty eight dollars (\$38.00)** for fingerprint processing directly to Identogo. Instructions can be found at the following website:

http://www.L1enrollment.com/state/forms_tn/

You must use standard FBI applicant cards (FD-258) and you **must** have the correct **ORI**, agency and applicant information. You may contact this office to request civil applicant fingerprint cards that can be used to send directly to Identogo for Non Resident applicant processing.