TILT FINGERPRINT INSTRUCTIONS

INDUSTRIAL LOAN & THRIFT APPLICANTS

Industrial Loan & Thrift *applicants* must undergo a fingerprint criminal background check conducted through the Tennessee Bureau of Investigation (TBI).

Fingerprints must be submitted through MorphoTrust USA using one of the two following options:

OPTION 1 – ELECTRONIC FINGERPRINT SCAN ***(only available in Tennessee)***

1. Registration
   - Register online at www.identogo.com or call 1.855.226.2937
   - Click on the state of Tennessee
   - Click Online Scheduling
   - Click on English or Spanish
   - Enter your First Name
   - Enter your Last Name
   - Agency Name choose **OTHER**
   - When prompted for Applicant Type choose **DFI ORI TN920717Z**
   - When prompted for ORI Number enter in **TN920717Z**
   - Confirm the ORI Number which is **TN920717Z** click Yes
   - You will be required to make an appointment for fingerprinting
   - Complete the demographic data collection process
   - Make sure your social security number is correctly entered

NOTE: Any registration errors must be corrected by re-registration online or by phone prior to fingerprinting. NO ERRORS CAN BE CORRECTED ONCE THE FINGERPRINTS ARE TAKEN.

2. Fees
   - The processing fee for an electronic scan is **$38.50**
3. Payment
   - Credit or debit card payments can be submitted online in the registration process either on the website or with the call center.
   - At the fingerprint site you can only pay by Money Order of Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.
4. Fingerprinting
   - Go to your appointed fingerprinting site on the scheduled day and time
   - Upon arrival you must provide a State or Federal Government Issued Identification. You must also provide the payment you indicated.
   - Fingerprints are electronically forwarded to the TBI and the FBI.
   - Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.

OPTION 2 – FINGERPRINT CARD SCAN *(only option for out of state)*

>>> FINGERPRINT CARDS CAN NOT BE PROCESSED WITHOUT A MONEY ORDER OR CASHIER CHECK <<<

1. Obtain Fingerprint Card (1 per applicant)
   - You MUST use the blue-lined FBI fingerprint card provided by the Tennessee Department of Financial Institutions.
   - To request cards send an email to askmortgage.licensing@tn.gov or call 615.741.2236.
   - Once you receive the fingerprint card complete ALL blocks of the card in black ink.
2. Fingerprinting
   - Take the blue-lined fingerprint card to a local law enforcement agency to be fingerprinted. (Local fingerprint fees may also apply)
   - Upon arrival you must provide a State or Federal Government Issued Identification.
   - Fingerprints are electronically forwarded to the TBI and the FBI.
   - Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.
3. Fees
   - The processing fee for a fingerprint card background check is **$38.50** (local law enforcement fingerprinting fees may also apply)
   - Payment may be made with debit or credit card online during registration; or
   - Payment may be made by Money Order or Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.

4. Registration & Submission of Fingerprint Card
   - Register online at www.identogo.com or call 1.855.226.2937
   - Click on the state of Tennessee
   - Click Online Scheduling
   - Click on English or Spanish
   - Enter your First Name
   - Enter your Last Name
   - Agency Name choose **OTHER**
   - When prompted for Applicant Type choose **DFI ORI TN920717Z**
   - When prompted for ORI Number enter in **TN920717Z**
   - Confirm the ORI Number which is **TN920717Z** click Yes
   - You will be required to make an appointment for fingerprinting
   - Complete the demographic data collection process
   - Make sure your social security number is correctly entered
   - NOTE: Any registration errors must be corrected by re-registration online or by phone prior to fingerprinting. NO ERRORS CAN BE CORRECTED ONCE THE FINGERPRINTS ARE TAKEN.

At the completion of registration you will be given a Registration ID.

Write this number on the back of the fingerprint card and submit it directly to MorphoTrust USA

(FOR OUT-OF-STATE) MAIL THE COMPLETED CARD (and money order or cashier check if applicable) TO:

MorphoTrust USA

Card Scan Department

3051 Hollis Drive Suite 310

Springfield, IL 62704

If you are submitting a company application to the Tennessee Department of Financial Institutions, the following Control Persons must be fingerprinted:

Managing Member(s) if an LLC

Executive Officers ~ including but not limited to the CEO, COO, CFO, President, Vice President(s), Secretary and Treasurer

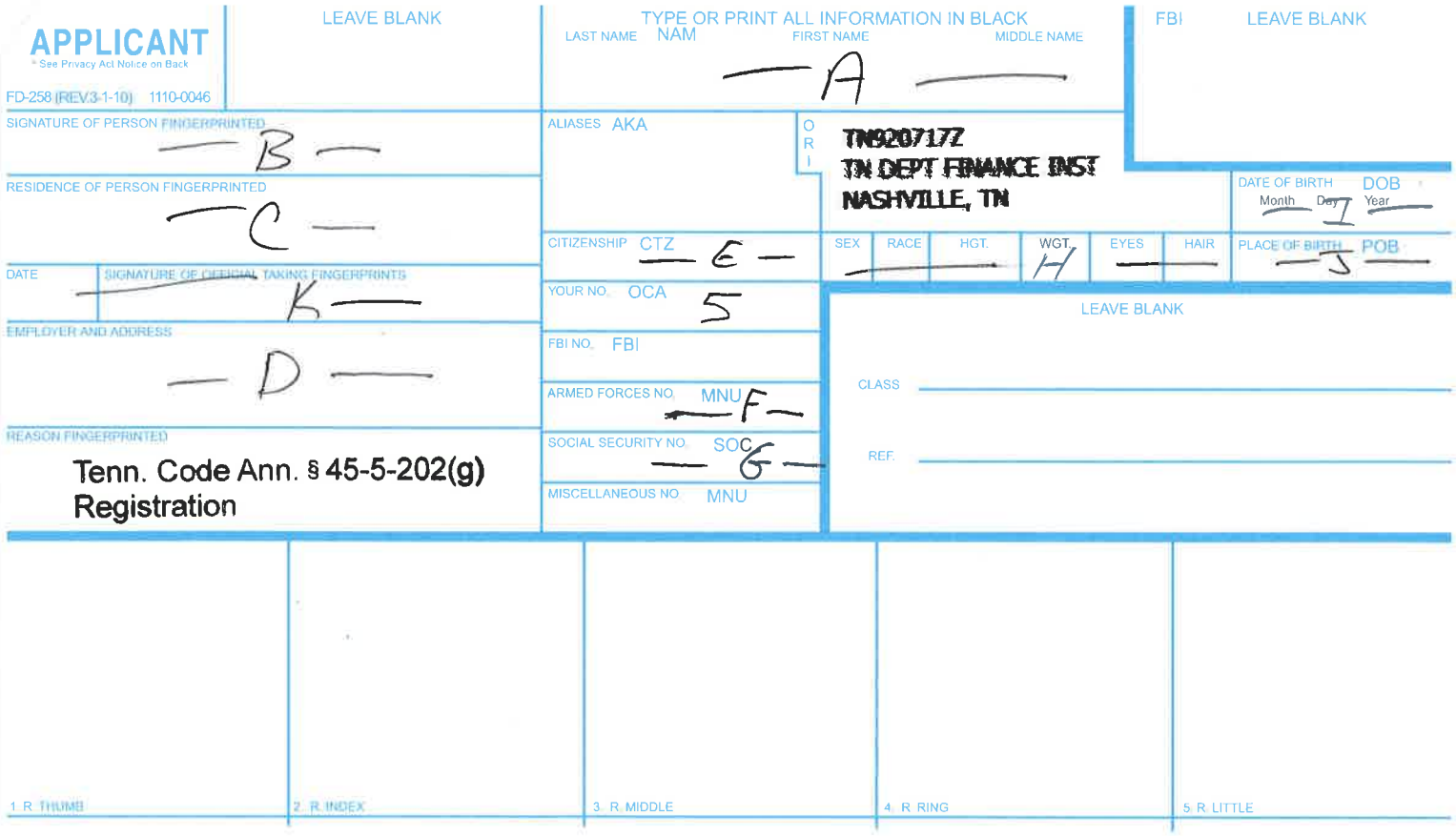
General Partners ~ including general and limited partnerships

Equitable 10% or more Owners ~ individuals owning directly or indirectly with participation rights, a 10% or more interest in the company

NOTE: The Department reserves the right to require fingerprints from any other individual (not covered above) who directs the affairs of the company or establishes policy.

THE ONLY FINGERPRINT CARDS THAT WILL BE ACCEPTED ARE THE ONES WE PROVIDE

ONE CARD PER PERSON

The information you provide on the top half must be typed or filled out in black ink (ONLY). The top half MUST be filled out completely according to the instructions listed below. Please include a Money Order or Cashier Check payable to MorphoTrust USA in the amount of **$38.50** per person.

1. Full Last Name, Full First Name, Full Middle Name (no initials)
2. Your Signature
3. Your Complete Residence Address
4. Your Complete Employer Name & Address
5. Your Citizenship
6. Your Armed Forces I.D. Number (if applicable)
7. Your Social Security Number
8. Your Sex, Race, Height, Weight, Eye Color & Hair Color
9. Your Date of Birth (ex. 10/11/1950)
10. Your Complete Place of Birth (ex. Nashville, TN)
11. Date & Signature of Official Taking the Fingerprints