

## **Fingerprinting Procedures & Applicant Information Form for Non-Depository Public Trust Company Charter Applicants**

In connection with the application to form a Non-Depository Public Trust Company (Application), any individual expecting to serve as an incorporator/organizer, director/manager, officer or individual controlling any entity acting as an incorporator or organizer, is required to consent to a criminal history records check and provide their fingerprints in a form acceptable to the Commissioner.

The Department uses “IdentoGO”, (an Idemia Identity & Security USA, LLC) as the primary method of obtaining fingerprint information. Identogo conducts on-site "Live Scan" fingerprinting at various locations throughout Tennessee. Individuals required to be fingerprinted should go to a Tennessee Identogo site to have fingerprints taken electronically. This is the primary, preferred method of transmitting fingerprints to the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) for processing. This process reduces errors and delays that can occur with traditional rolled fingerprints submitted on cards.

Only Tennessee Identogo sites (<http://www.identogo.com>) can be used, as this program operates under contractual agreements between TBI and Identogo. For those who cannot access a Tennessee Identogo site, they may have fingerprints taken manually by a law enforcement or government agency and sent to Identogo for scanning. This method may be more costly to the individual, cause delays in processing the applications and should only be used by persons residing in other states.

The FBI has issued the Department a specific ORI#, DFI-TN920791Z to identify fingerprints submitted in connection with an Application.

Refer to the instruction in **Section A** if you:

- Live in Tennessee or have a Tennessee Address
- Live out-of-state and can access a Tennessee Identogo site

Refer to the instructions in **Section B** if you:

- Live in Tennessee, but cannot access a Tennessee Identogo site
- Live out-of-state and cannot access a Tennessee Identogo site

Refer to the instructions in **Section C** if you:

- Are a foreign national, living in Tennessee, in another state or outside of the United States

## **A. Electronic Fingerprinting via Tennessee IndentoGO sites:**

**(Note: This is the preferred method for individuals who reside in Tennessee or have a Tennessee address)**

1. To Schedule an appointment for fingerprinting, go online to the Indentigo website <http://www.indentogo.com> and select Tennessee under “Search for services by state.” then “Digital Fingerprinting” or call IdentoGO toll-free at (844) 321-2124. Appointment scheduling via the website is available 24 hours, every day of the year. Appointment scheduling via the call center is available 8:00 a.m. to 4:30 p.m. Monday through Friday. Please provide the scheduler with the reason for fingerprinting and ORI# DFI-TN920791Z.
2. The Department's **Applicant Information Form** (attached) includes all information the individual will need to provide at his/her appointment. It is recommended that the **Applicant Information Form** be completed and taken to the IdentoGO site for reference and convenience during the appointment.
3. The fingerprinting fee of **\$35.15** is payable to **Idemia Identity & Security USA, LLC**. Payment can be made either at the time the appointment is made on-line, or when the fingerprints are taken at the IdentoGO site.
4. When the individual goes to the IdentoGO location, he/she must bring the following items:
  - Two forms of identification, at least one of which must have a photo. When he/she schedules the appointment, IndentoGO will give the individual the options of what forms of identification are considered acceptable. A list is also printed on the Department's Applicant Information Form.
  - If the individual did not already pay on-line when he/she scheduled the appointment, he/she will need to make payment at the time of the appointment. Payment options include: personal or business check, certified check, bank check, money order, or credit card.

It is recommended that the individual also bring the following items:

- A completed Department **Applicant Information Form**.
  - If the appointment is scheduled through IdentoGO website, IdentoGO recommends that the applicant also print out the confirmation page and bring it to the appointment.
5. At the fingerprinting location, the identification documents will be reviewed, fingerprints will be rolled and a photo will be taken.
  6. The individual will be provided two receipts indicating the individual's name, fingerprinting location, date and time, fee paid and reason for fingerprinting. The individual should retain the other copy for his/her records.

7. If fingerprints do not scan properly due to image quality reasons, Identogo will contact the individual and advise that he/she must schedule an appointment for rescanning. There is no cost for rescanning services.

## **B. Manual Fingerprinting using Rolled Fingerprint cards:**

**(Note: For out-of-state applicants unable to access Tennessee Identogo Sites.)**

1. The individual must obtain the hard copy fingerprint cards from the Department. Requests for fingerprint cards should be sent via email to [chad.holbert@tn.gov](mailto:chad.holbert@tn.gov) The email must include:
  - The reason for requesting the cards (name of proposed entity and role of applicant);
  - The number of cards requested (please note that only one per person will be provided);
  - The name and address of the person to whom they should be sent;
  - A telephone number to call if we need to contact you.

When the fingerprint cards are received, please confirm that the ORI# DFI-TN920791Z number is printed on them.

2. The individual should complete the information on the fingerprint cards according to the **Fingerprint Card Instructions** enclosed with the card.
3. Once the fingerprint card information has been completed, **the individual should call Identogo at (855) 226-2937 to obtain a registration number.** When speaking with the agent, please instruct them to select “other” followed by “DFI-Trust” in order to obtain the registration number. Write the registration number on the back of the fingerprint card.
4. The individual must then take the fingerprint card (with registration number noted on the back) and **Fingerprint Certification Form** (also enclosed) to a law enforcement or government agency to have their fingerprints taken. The **Fingerprint Certification Form** should be completed at the time the fingerprints are taken.
5. The individual will be provided a receipt from the agency that took the fingerprints. The individual should make a copy of the receipt and retain it for his/her records.
6. The individual must submit the following directly to the law enforcement or government agency with instructions to forward all items directly to **Identogo**:
  - One complete fingerprint card for ORI #DFI – TN920791Z with the individual’s registration number noted on the back of the card;
  - **Payment of the \$35.15** processing fee;  
[Payment by personal or business check, certified check, bank check, or money order should be **made payable to Idemia Identity & Security USA, LLC** and submitted with the fingerprints. If you pay by third-party check, print the applicant's name at the top of the check.]
  - A **Fingerprint Certification Form**;
  - A receipt from the agency that took the fingerprints;

- A stamped envelope addressed to:  
 IdentoGO  
 Cardscan Department-Tennessee Program  
 340 Seven Springs Way, Suite 250  
 Brentwood, Tennessee 37027
4. The law enforcement or government agency should mail all documents to **IndentoGO**. If the fingerprint submission is rejected for image quality reasons, **IndentoGO** will contact the individual via US mail and advise him/her that fingerprints must be retaken. While there is no additional charge for reprocessing, individual may be required to pay a charge to the entity rolling the fingerprints.
  5. Please note that any costs for taking the fingerprints are the responsibility of the individual. These costs are in addition to the processing fees payable to **Idemia Identity & Security USA, LLC**, as noted above.

### **C. Fingerprinting of Foreign Nationals**

**(All non-U.S. citizens, whether residing within Tennessee or out-of-state, should utilize the following procedures.)**

1. The individual must request a copy of an Identity History Summary, directly from the Federal Bureau of Investigation (“FBI”). The steps to request an Identity History Summary Check are found on the FBI website at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>.
2. In completing the application for an Identity History Summary, the individual should insert the following information in the section marked “Mail Results to Address”:

C/O: Tennessee Department of Financial Institutions  
 ATTN: Executive Administrative Assistant, Administrative Division  
 Address: Tennessee Tower, 13<sup>th</sup> Floor, 312 Rosa L. Parks Avenue  
 City: Nashville  
 State: Tennessee  
 Postal Code: 37243  
 Country: United States  
 Phone #: (615) 741-2236

**PLEASE NOTE: You must sign the form in order for the FBI to forward the Summary to the Department for review.**

3. Pursuant to statute the Commissioner will, at the expense of the applicant, conduct an international background investigation or require the individual to provide the results of an international background investigation, which the Commissioner has the discretion to accept or reject.

**Please note that, pursuant to statute, the Commissioner may conduct an independent international background investigation of a non-U.S. citizen, at the expense of the**

**applicant. In addition, the Commissioner has the discretion to accept or reject the results of any international background investigation.**

## TDFI Trust Company Fingerprint Applicant Information Form

**Instructions for Applicant:** Complete this form and visit <http://www.L1enrollment.com> or call (877) 472-6915 to schedule an appointment for fingerprinting. Remember to bring this form and required forms of identification to your fingerprinting appointment.

### Agency Section:

ORI: \_\_\_\_\_

Contributor Agency: Dept. of Financial Institutions

Proposed Public Trust Company Name: \_\_\_\_\_

**Applicant Section:**     *New Submission*         *Resubmission*

Name of Applicant: \_\_\_\_\_

Alias/Maiden Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Height \_\_\_\_\_ *ft.* \_\_\_\_\_ *in.* Weight \_\_\_\_\_ *lbs.*

Sex: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

State/Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Alien Registration #: \_\_\_\_\_ Miscellaneous I.D. No.: \_\_\_\_\_

### Accepted Forms of Identification:

*Note: Applicant MUST present two (2) forms of ID, at least one of which must have a photo (Column A)*

#### Column A – Valid Photo Identification:

- U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card  
(issued by U.S. State or Territory)
- School or College ID Card (with photo)
- Unexpired Employment Authorization (Form I-766)
- Photo ID Card issued by federal, state or local govt.

#### Column B – Valid Supplementary Identification:

- Voter registration card
- U.S. Military Card or draft record
- Military dependent's ID card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- U.S. Social Security Card
- Original or certified copy of a Birth Certificate  
issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (issued by U.S. Dep't of State)
- U.S. Citizen ID Card (Form I-197)



## Waiver Agreement and Statement for Criminal History Checks

**This form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity.**

I hereby authorize (enter Name of Business or Entity) \_\_\_\_\_ to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to entity locations. I further understand that, upon request, you will provide me with a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

**A national criminal history background check on me is being requested by \_\_\_\_\_**

**Address:** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

I have \_\_\_\_\_ OR have not \_\_\_\_\_ been convicted of a crime. **PLEASE CHECK ONE**

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I am a current or prospective (check one):

Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Contractor/Vendor \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date of Birth – Required:** \_\_\_\_\_

I have been given a copy of the **Applicant's Privacy Rights** \_\_\_\_\_

**Applicant's Signature**

**TENNESSEE DEPARTMENT OF FINANCIAL INSTITUTIONS - FINGERPRINT CERTIFICATION FORM**

**1. APPLICANT INFORMATION**

This form is only necessary if you have obtained fingerprints at a location other than an Identogo site. Section 1 should be filled out, signed and dated by applicant (person being fingerprinted).

Full Name: \_\_\_\_\_  
First Name Middle Name Last Name

By signing below I certify that the attached fingerprints were taken by the following agency's authorized fingerprint technician. I also hereby certify that I presented proper identification to the fingerprint technician at the time I was fingerprinted.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. FINGERPRINT AGENCY INFORMATION**

This section should be filled out and signed by the Fingerprinting Agent once ID requirements have been verified below:

Name of Agency: _____	
Main Phone Number: _____	
Street Address: _____	
City, State and Zip Code: _____	
Agent Full Name: _____	
Rank or Title: _____	ID or Shield Number: _____
Agent's Direct Phone Number: _____	Extension: _____
Agent Signature: _____	Date: _____

**3. VERIFICATION OF IDENTIFICATION**

Applicant must present two (2) forms of ID, at least one of which must be a Valid Photo Identification (Section A). Please check the type of identification presented to you by the applicant and mark the appropriate boxes below:

<b>SECTION A: VALID PHOTO IDENTIFICATION</b>	<input type="checkbox"/> U.S. Passport (unexpired or expired)	<input type="checkbox"/> Unexpired foreign passport
	<input type="checkbox"/> Permanent Resident card	<input type="checkbox"/> Alien registration receipt card
	<input type="checkbox"/> Driver's license or photo ID card Issued by U.S. state or territory	<input type="checkbox"/> Unexpired Employment Authorization (Form I-766, I-688, I688A or B with photo)
	<input type="checkbox"/> Photo ID card issued by federal, state, or local government	<input type="checkbox"/> School or college ID card with photo

**Details from Valid photo ID in Section A:**

Description: _____	ID Number: _____
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<b>SECTION B: VALID SUPPLEMENTARY IDENTIFICATION</b>	<input type="checkbox"/> Voter registration card	<input type="checkbox"/> U.S. Military card or draft record
	<input type="checkbox"/> Military Dependent ID card	<input type="checkbox"/> Coast Guard Merchant Mariner card
	<input type="checkbox"/> Native American tribal document	<input type="checkbox"/> Canadian driver's license
	<input type="checkbox"/> U.S. Social Security card	<input type="checkbox"/> Original or certified copy of a birth certificate issued by authorized U.S. agency with official seal
	<input type="checkbox"/> Certification of Birth Abroad issued by U.S. Department of State	<input type="checkbox"/> U.S. citizen ID card (Form I-7)





APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

1. FULL NAME: NANA

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LEAVE BLANK

DATE: \_\_\_\_\_

SEX: \_\_\_\_\_

Before using a fingerprint card **make sure the ORI number printed in box #1 is correct** for your industry. In addition to fingerprints, complete the upper portion of the card as follows: (areas that are not numbered may be left blank)

1. Confirm that the ORI number printed on the card is correct.
2. Full Name—last, first, and middle name (no initials)
3. Signature
4. All aliases and former names (if any) including maiden name, previous legal name, etc.
5. Date of birth: mm/dd/yyyy
6. Current residential address
7. Current citizenship status
8. Sex (M for male or F for female)
9. Race/ethnicity:—use the following abbreviations:
 

A-Asian or Pacific Islander	I-American Indian
B-Black	U-Unknown/Other
H-Hispanic	W-White
10. Height expressed in feet (') and inches (") i.e.: 5'5"
11. Weight expressed in pounds (i.e.: 170)
12. Eye color—use the following abbreviation:
 

BLK-Black	BRO-Brown	GRN-Green
BLU-Blue	GRY-Gray	HZL-Hazel
13. Hair color—use the following abbreviation:
 

BLK-Black	GRY-Gray	BAL-Bald
BRO-Brown	RED-Red	BLD-Blonde
	WHI-White	
14. Place of birth, including city, state, province (if applicable) and country
15. Date fingerprints taken (entered by agent on signing)
16. Agent's Signature
17. Agent's business name and business address
18. Reason for Fingerprints
19. Applicant's Social Security number