

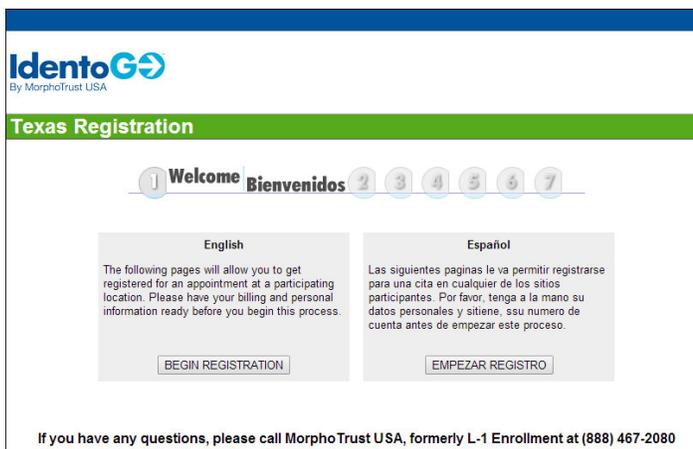
Texas Card Scan Processing Procedures



Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust 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.

Texas Licensing and Certification

- Applicants must go online to the MorphoTrust Identogo® website (www.identogo.com) or call the toll free registration center at 1-888-467-2080 and complete the registration process. During the registration process, applicants should select “**Option A – Electronic Submission**” on the Application ID page and “**Pay for Ink Card Submission**” on the Appointment Details page. This will identify to MorphoTrust that a hard card will be mailed in for conversion to an electronic fingerprint record which will then be submitted to the Texas Department of Public Safety.




- Applicants should complete the entire registration process; a confirmation number will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. The confirmation number must be included in with your fingerprint card when it is submitted to MorphoTrust for proper processing.
- Fingerprints must be submitted on standard FBI applicant cards (FD-258); use of other types of fingerprint cards may delay your processing. FBI applicant cards are available from your employing or licensing agency. *Due to agency specific information, MorphoTrust does not provide fingerprint cards to applicants.*
- 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.

- Applicants need to make sure the following information is completed on the fingerprint card. **Required information includes: Full name, Date of Birth, and Address. Please include the payment confirmation number provided at the end of making your payment with your card (if you pre-paid).**
- If paying by Personal or Business Check or Money Order, include the full name of the applicant on each check or money order. If one Check or Money Order is being used as payment for more than one applicant, please include a list of all applicant names covered by the check.
- The fingerprint card along with the appropriate fee, if required and not paid by Escrow Account or Credit Card at the end of registration, should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized):

*MorphoTrust USA
Texas Processing
3051 Hollis Drive, Suite 310
Springfield, IL 62704*

- **Do not send completed licensing applications to MorphoTrust; completed licensing applications should be returned to the state agency that will be issuing the license.**
- Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted to allow MorphoTrust to ask any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).
- Please include a copy of the FAST Form provided to you by your agency with Section 3 signed and dated.
- Applicants wishing to verify that a fingerprint card has been processed may call 1-888-467-2080 and speak with a customer service representative. Please allow 3 days from date of receipt by MorphoTrust before contacting us regarding processing status.

Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay the process.