

1st Choice Livescan
4701 W Midlothian Turnpike, Suite 2
Crestwood, IL 60418

Out of State UCIA Card Scan Prepaid – Instructions

1. Completely fill out the Out of State Fingerprint Form
2. Coordinate with your local police department or fingerprint vendor to fingerprint you on FD258 Fingerprint Cards **
3. Official taking your fingerprint shall verify your identity and fill out form OOS-FP Identity Verification Certifying Statement
4. Payment – Credit Card payment form or Money order for \$40
5. Please include email address on next page to receive your results
6. Mail Completed Fingerprint Cards, Completed Card Scan Form and Completed OOS-FP to:

1st Choice Livescan
4701 W Midlothian Turnpike, Suite 2
Crestwood IL 60418
(800) 807-5750 Ext 105

**** Fingerprint Quality – 1st Choice uses the best equipment available to the industry. However, the quality of the fingerprints on the card will determine if they are accepted or rejected. We routinely receive smudges where there should be fingerprints. If your fingerprints are determined to be AFIS unacceptable and rejected, you will need to send another set of fingerprints along with a resubmission fee of \$30. We encourage applicants to have the fingerprints digitally captured and printed to the cards.**

Please do not submit your application for license to the state until you receive the TCN number from us. The TCN number on the forms the State sends out are not correct for this purpose.

1st Choice Livescan Fingerprinting, Inc.

4701 W Midlothian Turnpike, Suite 2
Crestwood, IL 60445

UCIA Fingerprint Request – ORI ILLUFP000

Please Print Clearly:

Last Name: _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip Code _____

Date of Birth ____ / ____ / ____ Sex _____ Race _____

Phone # (____) _____

Requester Information – Results will be sent here:

Name: _____

Company/Agency Name: _____

Address: _____

City _____ State _____ Zip Code _____

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency organization, institution, or entity having such information on file. I authorize Secureone Inc. to capture and transmit my fingerprints to the Illinois State Police (ISP) and/or Federal Bureau of Investigation (FBI) for checking my criminal history record information. I understand that my prints may be retained by the State Police and/or FBI pursuant to applicable statute. I understand that if my prints are AFIS unacceptable and reprinting is necessary to receive results, the customer is required to pay the reprint fee.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

TCN # CS11349L8137 _____

Phone (708) 697-3131

1st Choice Livescan Fingerprinting Inc Credit Card Authorization

I the undersigned, authorize 1st Choice Livescan Fingerprinting to charge the credit card listed below for the fingerprinting services received:

One Time Charge: Fingerprinting - \$40

Other Amount: Fingerprint per agreement \$ _____

Client/Cardholder's Name (as it appears on card): _____

Client/Cardholder's Billing Address (as it appears on card billing statement)

Customer's Telephone Number (as listed with credit card company): _____

Credit Card Type: Visa Mastercard American Express **CCV #** _____

Credit Card Number: _____ Expiration Date: _____

(Note: The CCV # is the small extra 3-4-digit number located on the back of credit card)

I understand and agree to the charges incurred and will be charged to the credit card.

Cardholders Signature _____ **Date:** _____

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5/21/2018