

## **Fingerprint & Background Check Requirement Out of State Guardian Applicants**

Guardian Applicants are to submit fingerprints to the FDLE electronically by following the directions below:

1. Guardian Applicant retrieves Fingerprint "Hardcard" from their local law enforcement
2. Log on to FDLE Website: <http://www.fdle.state.fl.us>
3. Select Quick Links
4. Select Criminal History Checks
5. Select Registered Livescan Submitters
6. Select List of Registered Livescan Service Providers
7. Select List of Livescan Device Vendors and Service Providers
8. Next screen is titled Notice with a disclaimer
9. Scroll down to view service providers
10. Out of State Guardian Applicant may **only** select a Hard Card Scanning Capable service provider in Florida.
11. Guardian Applicant contacts Hard Card Scanning Capable Livescan service provider of their choice to discuss procedures, fees, costs and how to get a receipt.
12. Guardian Applicant files a copy of the receipt with the Pinellas County Clerk
13. The Fingerprint results will be sent directly to the Pinellas County Clerk from the FDLE

**NOTE: The Guardian Applicant may need to have their court case number *and* the Originating Agency Identification Number (ORI) when they contact the Hardcard Livescan Vendor.**

**Pinellas ORI # for Non-Professional/Family guardian applicants: FL052104Z**

**Pinellas ORI # for Professional guardian applicants: FL052103Z**

**8/14/18**