



Livescan Fingerprinting In-Take Form

FDLE-Compliant Applicant Intake & Consent

APPLICANT INFORMATION

First Name: _____ M.I.: _____ Last Name: _____

ORI: _____ OCA: _____

AHCA applicant? Yes No

If AHCA, present employer's "Livescan Request Form." If unavailable, applicant should call employer to obtain the Screening ID Number. May be left blank, but posting of results to AHCA may be delayed several days.

AHCA Screening ID Number: _____

Many Florida DBPR ORIs require an SSN. To avoid rejection and resubmission fees, applicants are advised to provide their SSN below (given verbally at time of fingerprinting). If declined, applicant is responsible for **any resubmission fee**. No SSN? Apply for an Individual Taxpayer ID Number

SSN: _____ Provided: Yes Declined

Email: _____ Phone: _____

TO BE COMPLETED BY LIVESCAN OPERATOR

Look up the ORI fee at cchinet.fdle.state.fl.us/search/app/orilookup

FDLE ORI Fee (example: \$35.25): _____ \$50.00

Livescan Provider's Capture Fee:

TOTAL _____

APPLICANT

I understand my ORI is correct and is my responsibility. If any question have the applicant contact their employer / regulation authority and request the ORI.

FDLE POLICY: If the ORI is incorrect, your employer will not receive the results and a complete new transaction will have to be paid for. Applicant understands the ORI is correct and is their responsibility. Questions should be directed to the applicant's employer or regulatory authority.

AHCA Disclosure: If the applicant does not bring their AHCA Livescan Request Form, does not have their assigned Screening ID Number, and does not request a photo capture, the applicant has 30 days to provide the Screening ID Number and/or a selfie photograph via email for an AHCA resubmission.

Deletion of Records: The FBI Compact Council requires Livescan service providers to delete all PII within 30 days. After 30 days, the record is purged; a new transaction and payment are required for corrections or resubmission after that point.

I agree to pay the total fee above.

I agree to the above terms and conditions.

Signature: _____ Date: _____

Method of Payment: Cash Debit/Credit Money Order

Note (County & FL Government Employees): If the ORI Lookup fee = \$0.00, the Livescan Provider charges the capture fee only.

TCN Lookup Tool: cchinet.fdle.state.fl.us/search/app/tcnlookup — this is your receipt confirming the fingerprint file is "in progress" at FDLE. Employers should have results within 24 hours.