

## \*Fingerprint Information and Instructions\*

# IdentoGO

IdentoGo • 1(800)528-1358 • <https://www.identogo.com/>

Fingerprinting is a mandatory requirement for almost all of the licenses we issue. You must be fingerprinted through our fingerprint vendor IdentoGo. You must submit your fingerprints electronically via LiveScan at one of the closet vendor locations. Please contact IdentoGo for mailing in fingerprint cards which is only for Non-Florida residents or individuals physically unable to be digitally fingerprinted. The fingerprinting fee is \$45.80 (varies); plus local Florida county sales tax. All fingerprint **fees must be paid online only**. Once you have completed the fingerprinting payment and process the fingerprints are submitted electronically to the Florida Department of Law Enforcement and the results of your fingerprint-based criminal history check are then submitted electronically to the Florida Department of Financial Services. IdentoGo never has access to your fingerprint-based criminal history. **IMPORTANT:** We do not share fingerprint results with other agencies or other states. We do not accept fingerprint results from other vendors or other states.

### **Step 1 Go to website below:**

<http://www.identogo.com/>

### **Steps 2 & 3 (Homepage):**

To find the nearest fingerprinting location you can search by two options. **Option (1):** select **Florida** Only (FL) on the search by state option, then click on the [Department of Financial Services Applicants](#) link or enter your zip, city or state and click **“GO”** then choose the closet location. Next click on the **“Schedule a New Appointment”** link. For Existing Appointments or Fingerprint Rejection Notices follow the other links on page.

### **Steps 4, 5 & 6:**

Select Agency name (**“DFS-Department of Financial Services”**) from the drop-down menu and click **“GO”**, then choose from the list of applicant types and click on the **“Funeral and Cemetery Services”** hyperlink.

### **Step 7 (Appointment Details Page):**

You have two options available for scheduling your fingerprinting appointment and submittal of payment. Option (1): **Enter** the zip code or choose from map of the Florida region to determine the closest fingerprinting location and Click **“Go”**. Using the scheduler table on the Appointment Details Page, view fingerprinting locations available, **choose a date, click to schedule** and **select an available time** and click **“GO”**.

### **Step 8 (Applicant Information Page):**

Next complete the online applicant information and then at the bottom of the page click **“Submit”**. On the next page please follow instructions to **complete payment for the fingerprinting fee. You must complete payment before going to the fingerprinting location.**

**Option (2) Mailing in Fingerprint Cards:** This is the **Non-Resident Card Submission** process limited to those living out of the State of Florida or individuals physically unable to be digitally printed. This is the manual fingerprinting process and you must contact **IdentoGo** at 1(800)528-1358.