

FINGERPRINTING INSTRUCTION SHEET

<https://uenroll.identogo.com>

In-State Procedures

Service Name: Real Estate Appraisers Board – **ORI# - KY920222Z**

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

Service Code - 27GJSN

The fee is \$51.25.

Applicants will select “Schedule or Manage an Appointment” and then provide the requested information.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License Permit issued by a State or outlying possession of the U.S.
- Driver’s License Paper/Temporary issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License Permit issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent’s Identification Card
- U.S. Passport
- Foreign passport
- Permanent Residential Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)

Kentucky Non-Residential Processing Instructions for Card Scan and Out of State Livescan Procedures

Service Code - 27GJSN

Service Name: Real Estate Appraisers Board – ORI# - KY920222Z

As an out-of-state applicant, you are given the opportunity to have your fingerprints recorded onto fingerprint cards. Your fingerprint cards can be recorded by a local police department, another local law enforcement agency, or by a state police department. Please note the following instructions for using fingerprint cards:

Cardscan processing In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete the personal information fields on fingerprint card.
2. Applicants submitting fingerprint cards are required to pre-enroll and pre-pay by credit card with IDEMIA at <https://uenroll.identogo.com>. Applicants without web access may call IDEMIA's toll-free number, 1-877-503-5981.
3. To pre-enroll select "Submit a Fingerprint Card by Mail" and then provide the requested information. A pre-enrollment confirmation page will be provided once registration is complete. Print and sign the completed pre-enrollment confirmation page which includes the barcode printed on the top of the page. Mail the signed pre-enrollment confirmation page and completed fingerprint card to:

IndentoGo, Cardscan Department
6840 Carothers Pkwy, Suite 650
Franklin, TN 37067

However, if at all possible you are urged to use the Live-Scan Fingerprinting Service provided by IDEMIA.

Out-Of-State Livescan Processing

1. Pre-enroll for Livescan Processing at <https://uenroll.identogo.com/>, selecting the option to locate the nearest Out-Of-State location for Livescan Fingerprinting Services.
2. Identify the closest location you would like to get printed at via the zip-code lookup. If no location is available within 100 miles or you do not wish to visit the identified location, there is an option to switch to Cardscan Processing.
3. Select an appointment date and time and complete the pre-enrollment steps.
4. Complete the enrollment at the selected location.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Appraisers Board has the legal authority, KRS 324A.152, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”