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Fingerprint & Background Check for Out of State Guardian Applicants

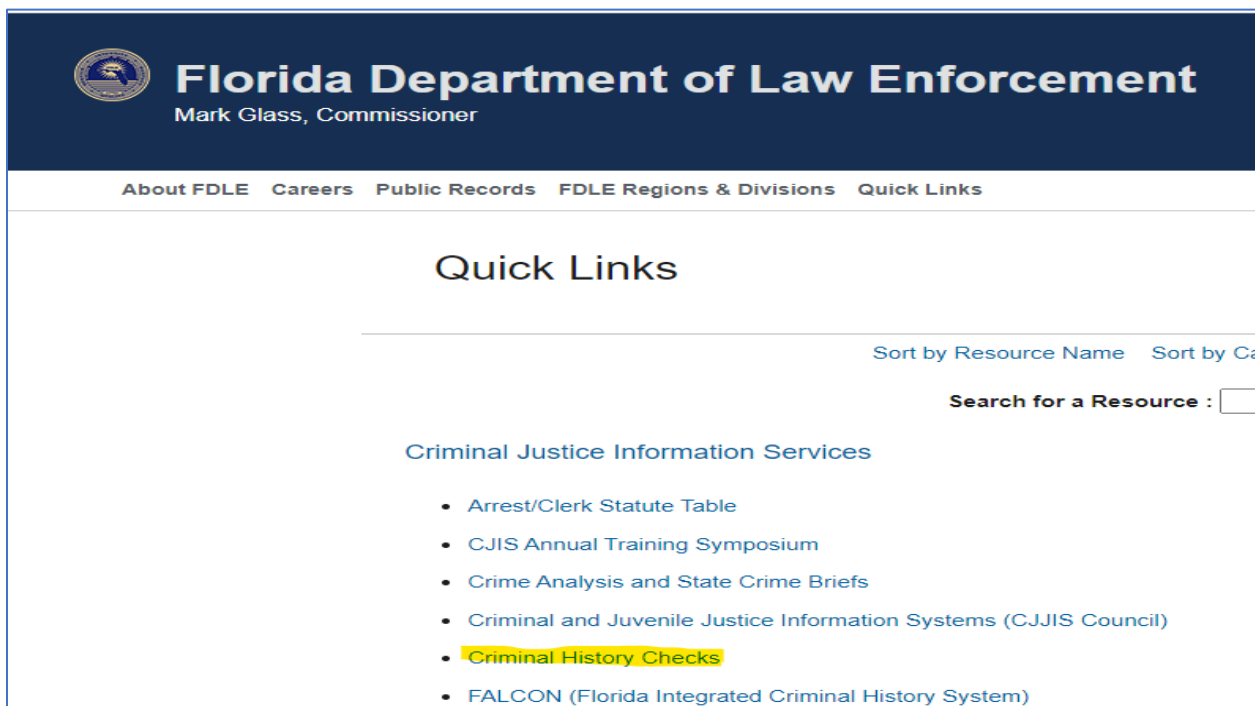
Please read all the instructions carefully. If you have specific questions, please contact
FDLE directly.

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

1. Guardian Applicant retrieves fingerprint "**Hard Card**" from their local law enforcement office.
2. Log on to FDLE Website: <http://www.fdle.state.fl.us>
3. Select **Quick Links**:



4. Select **Criminal History Checks**:

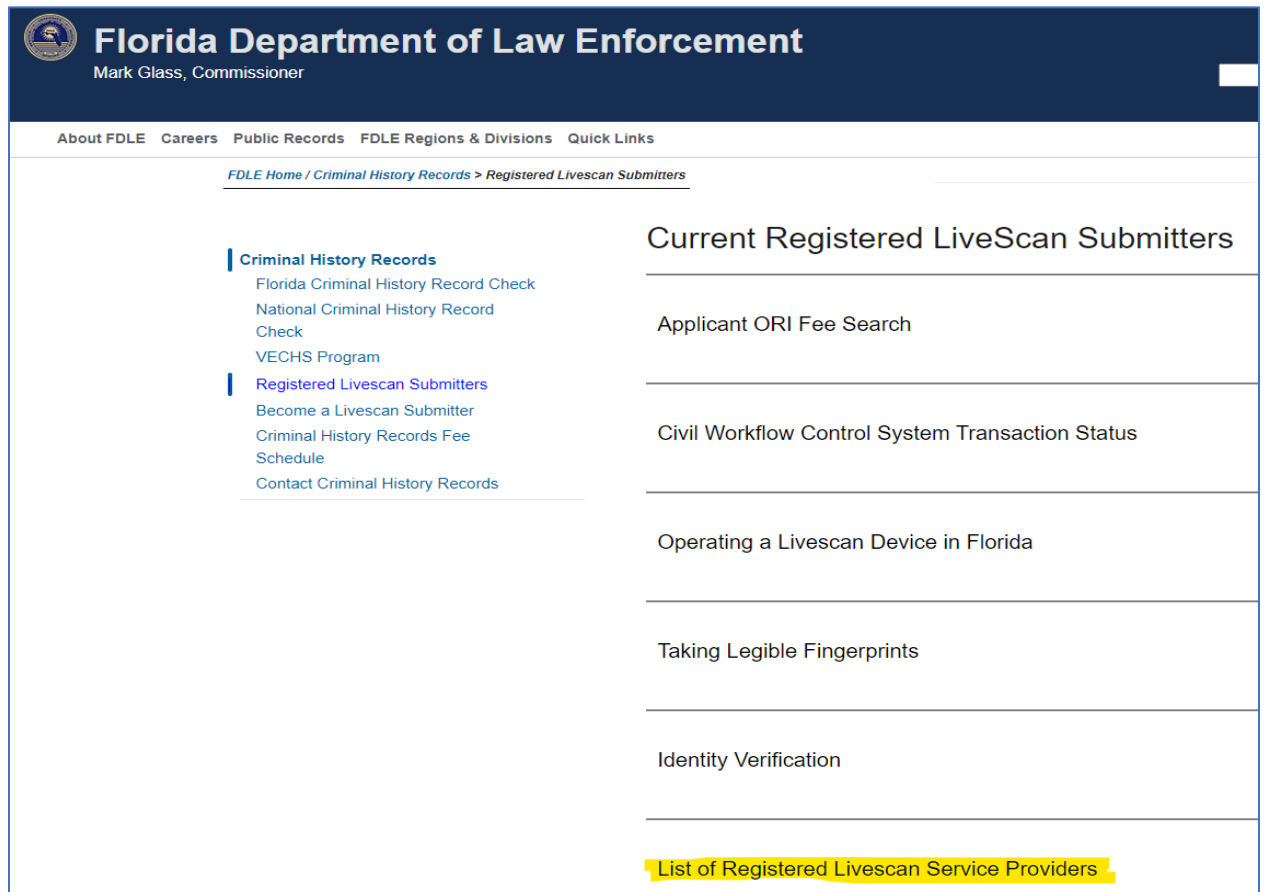


5. Select Registered Livescan Submitters:



The screenshot shows the Florida Department of Law Enforcement website. The header includes the state seal and the text "Florida Department of Law Enforcement" and "Mark Glass, Commissioner". A navigation bar contains links for "About FDLE", "Careers", "Public Records", "FDLE Regions & Divisions", and "Quick Links". The breadcrumb trail reads "FDLE Home / Criminal History Records". A left-hand menu under "Criminal History Records" lists several options, with "Registered Livescan Submitters" highlighted in yellow. The main content area is titled "Obtaining Criminal History Records" and contains introductory text and a red notice: "Effective July 1, 2020, FDLE via mail. For alternative elect".

6. Select List of Registered Livescan Service Providers



The screenshot shows the Florida Department of Law Enforcement website at the "Registered Livescan Submitters" page. The header and navigation bar are identical to the previous screenshot. The breadcrumb trail is "FDLE Home / Criminal History Records > Registered Livescan Submitters". The left-hand menu under "Registered Livescan Submitters" lists several options, with "List of Registered Livescan Service Providers" highlighted in yellow. The main content area is titled "Current Registered LiveScan Submitters" and contains a list of links: "Applicant ORI Fee Search", "Civil Workflow Control System Transaction Status", "Operating a Livescan Device in Florida", "Taking Legible Fingerprints", and "Identity Verification".

7. Select List of Livescan Service Providers and Livescan Device Vendors

List of Registered Livescan Service Providers



To make changes to your contact information, please send your request in writing to ApplicantChecks@fdle.state.fl.us. Your request must include your Livescan device number, business name, and new contact information.

- Current list of [Livescan Service Providers](#) and [Livescan Device Vendors](#)

8. If you were not able to complete a “Hard Card” with your local law enforcement office, you may review a list of Livescan Device Vendors to identify one near you.
9. When you have your Hard Card on hand, select Livescan Service Providers link and scroll down to view service providers in Florida.
10. Out of State Guardian Applicant may only select a **Hard Card Scanning Capable** service provider in Florida.
11. Guardian Applicants may contact a Hard Card Scanning Capable Livescan service provider of their choice to discuss procedures, fees, costs and how to get a receipt.
12. Guardian Applicants will file a copy of the receipt with the Clay County Clerk and Comptroller’s Office.
13. The Fingerprint results will be sent directly to the Clay County Clerk and Comptroller’s Office 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 “Hard Card” Livescan Vendor.

Clay ORI # for Non-Professional/Family guardian applicants is: **FL010023Z**.