



ENROLLMENT SERVICES DIVISION

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Non Resident LiveScan Processing Procedures

Applicants who reside in an area where no L-1 Enrollment Services (L-1) LiveScan machines are available may use L-1's LiveScan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to a LiveScan machine. The section below details the procedures for submitting fingerprints to the LiveScan Processing Unit.

Missouri Licensing

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints or LiveScan fingerprints.
- Fingerprints may be submitted on FBI applicant cards or fingerprint cards from any other state or local government agency (we prefer standard FBI applicant cards).
- International applicants must use a standard FBI card; do not submit fingerprints on non-FBI fingerprint cards.
- FBI applicant cards may be obtained from the Missouri State Highway Patrol Central Repository. Please contact the Criminal Records and Identification Division at 573-526-6153 to have blank fingerprint cards mailed to you. *Due to agency specific information, L-1 does not provide fingerprint cards to applicants.*
- Applicants need to make sure the fingerprint card is completely filled out. Required information includes: Full name, social security number (if required by agency), date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted, ORI and OCA if applicable.
- *Reason Fingerprinted* should specify what type of license the applicant is applying for (nursing license, state bar licensure, pharmacy license, teacher, etc.).
- **Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the licensing process.**
- The fully completed card, along with the appropriate fee (\$52.20 for State of Missouri/FBI record check, \$32.95 for State of Missouri only check) should then be mailed to the following address: ***L-1 Enrollment Services/LiveScan Processing Unit, 1650 Wabash Suite D, Springfield, IL 62704.*** Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.
- Please include the full name of the applicant on each check or money order.
- Do not send completed licensing applications to L-1; completed licensing applications should be returned to the state agency that will be issuing the license.
- Applicants wishing to verify that a fingerprint card has been processed may call 866-522-7067 and speak with a customer service representative.