



An L-1 Identity Solutions Company

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## Texas Non-Resident Live Scan Processing Procedures

Applicants who reside outside the service area of Integrated Biometric Technology (IBT) may choose to use our LiveScan Processing Program to convert their traditional ink cards to an electronic record for immediate submission to the Texas Department of Public Safety (TxDPS).

- Applicants should have their fingerprints rolled by a local law enforcement agency or other entity that provides fingerprinting services.
- 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).
- FBI applicant cards are available from the TX state agency requiring you to be fingerprinted. See the list below for agencies we are currently accepting submissions from. Please contact those agencies directly to obtain fingerprint cards. *Due to agency specific information, IBT does not provide fingerprint cards to applicants.* If your agency is not listed, we are unable to provide you service at this time.
- Ensure that 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, and reason fingerprinted.
- *Reason Fingerprinted* should specify the type of license you are applying for (see list below)
- The fully completed card, along with the appropriate fee should then be mailed to the following address: ***Integrated Biometric Technology/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 IBT; 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 866-226-2937 and speak with a customer service representative.

### Agencies currently authorized to submit electronically:

<b>Reason Fingerprinted</b>	<b>Fee (check or money order)</b>
TX Employment/Personal Review	\$24.95
International Adoption	\$24.95
TX State Board of Educator Certification*	\$9.95
TX Board of Chiropractic	\$48.95
TX Hazmat	\$82.95

\* SBEC applicants must first apply for their Teacher Credentials online with SBEC and receive fingerprint cards. Fingerprints must be rolled on the cards provided by SBEC.