

Fingerprint Notice Instructions

*** Please follow the instructions below **in it's entirety** after clicking the link provided. If our office is not entered in the employer section, we will not receive the results and you will not obtain Maine licensure timely.***

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

In State (Maine):

- Select “Get Fingerprinted”.
- Select Maine.
- Select “Digital Fingerprinting”.
- Select “Schedule a New Appointment”.
- Select “**Private Industry Applicants**” as Agency.
- Select “Go”.
- Pop-up will appear – select “Yes”
- Enter your personal information
- Under Applicant Employer Information, change the checked box to ‘Yes’

APPLICANT EMPLOYER INFORMATION

would you like to provide employer information? *	employer name *
☒ yes ☐ no	ME- Office of Securities

- Add employer add the following:
 - Name ME-Office of Securities
 - 76 Northern Avenue
 - Gardiner, ME 04345
 - 207-624-8551

Out of State:

- Select “Get Fingerprinted”.
- You will select Maine, as your state, if there are no locations in your state.

- Select “Digital Fingerprinting”.
- Select the option to mail in your fingerprint card “Register for Fingerprint Card Processing Service”.
- Review the Attention! and make a note of the Florida address (*Also provided below) then click “yes”
- Select “Private Industry Applicants” as Agency.
- Select “Go”.
- Pop-up will appear – select “Yes”
- Click “continue” on the pop-up
- Enter your personal information
- Under Applicant Employer Information, change the checked box to ‘Yes’

APPLICANT EMPLOYER INFORMATION

would you like to provide employer information? *	employer name *
☒ yes ☐ no	ME- Office of Securities

- Add employer add the following:
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- You should be able to navigate after that and pay the fee at the end.
- Print confirmation page and mail the ***fingerprint cards to the Florida address provided on the Attention screen.
- Please email me the confirmation.

***If Mailing, the online registration should have provided this address:**

Prints, Inc
 IdentoGO ME Card Scan Operations
 100 Salem Ct.
 Tallahassee, FL 32301

****Please note that if our Office is not placed down, during registration, as the employer, the results/cards are sent directly back to the firm or individual, and our Office will *not* be notified and therefore will not be able to continue with next steps in the licensing process. Please reach out if this happens.****

*****Fingerprint Cards/prints can be obtained at your local PD or any other authorized facility.**