

Maine Non-Resident Card Scan Processing Instructions

If you are out of state or physically unable to visit a fingerprinting location within the state, you can use IdentoGO's Card Scan Processing Program. This service converts a physical fingerprint card into an electronic submission for faster processing.

Steps to Submit Fingerprints

1. Register Online

- Visit [Out-of-State Residents](#) or call **1-855-667-7422**.
- Select "Register for Fingerprint Card Processing Service" (circled below in red).
- Complete the registration process and **save your confirmation number** (you must write this on your fingerprint card).
- Prepay all fees online.

For Licensing, Certification or Employment requirements in Maine

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments	To Mail In Your Fingerprint Card	To Look Up or Change an Existing Appointment	For Fingerprint Rejection Notices
To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.	To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.	To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) Email Address	Transaction Control Referral (TCR)

2. Obtain Fingerprint Cards

- Use an **FBI FD-258 fingerprint card** (white with light blue trim).
- A downloadable version is available [here](#).
- IdentoGO does **not** provide fingerprint cards—applicants must obtain them from a law enforcement agency, an IdentoGO "Print-n-GO!" location, or another fingerprinting service.
- Fingerprints can be ink-rolled or electronically captured and printed onto an FBI fingerprint card.

3. Complete ALL Required Fields on the Fingerprint Card

- Full name
- Date of Birth
- Confirmation number from the registration process
- Other identifying details (as required)

4. Mail Your Fingerprint Card

- Send the completed fingerprint card to the designated processing address provided during registration and also shown below.

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IdentoGO ME Card Scan Operations

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- We recommend you use **a tracking service** to monitor your submission.
- Include **two contact methods** (e.g., phone and email) in case of questions.

5. Processing Status

- Wait **at least 3 days** from the date IdentoGO receives your fingerprints.
- Call **1-855-667-7422** to speak with customer service.

Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay processing.