

## **Fingerprint Filing Instructions**

Pursuant to Rule Chapter 515 § 4 (C), the State of Maine Office of Securities (The “Office”) requires an applicant for initial licensure of an Investment Adviser representative to include a complete set of fingerprints to be sent to our Office.

All new licensee applicants are required to register online through Identogo. ***Please see/follow instructions below, which include In State and Out of State.*** The applicants must go on-line and register, pay, and schedule a date, time and place that is most convenient for them. Identogo will then forward the fingerprints to the State of Maine Bureau of Identification for processing.

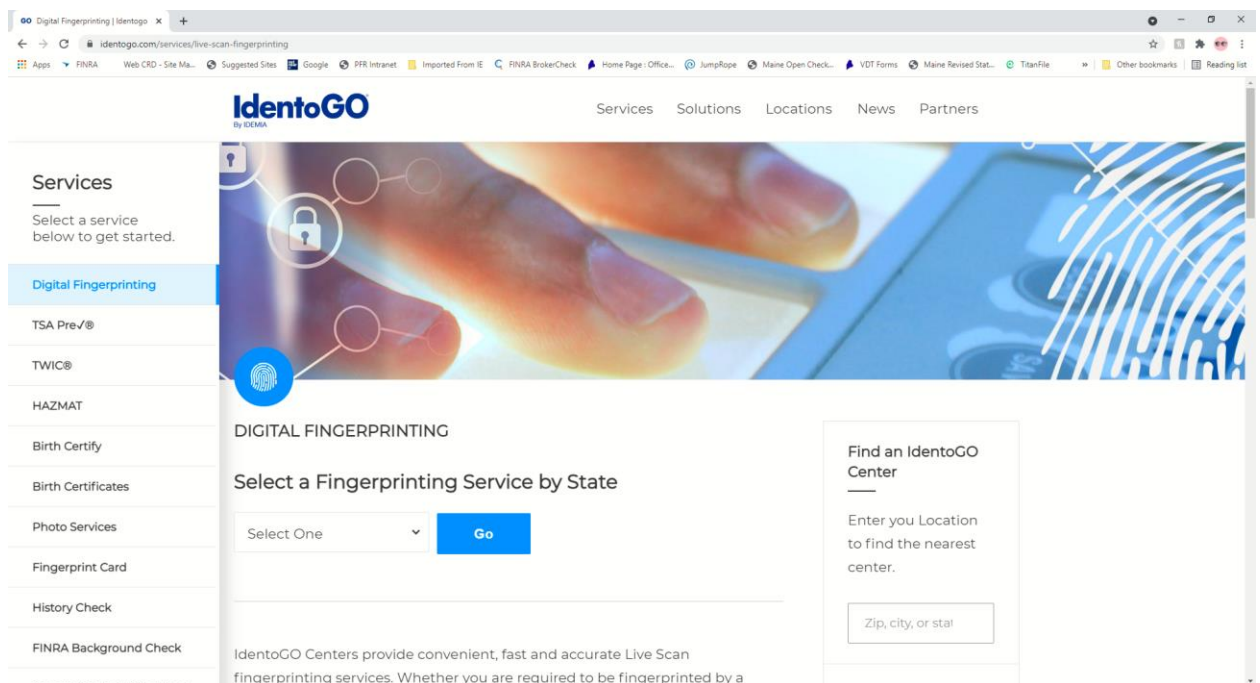
***When entering personal information, whether in State or Out of State, please **Be sure to enter in “Maine Office of Securities” under the Employer option, with the Office’s correct full address, 121 State House Station, Augusta ME 04333 in order for SBI’s staff to know to mail these responses and fingerprint card back to your office and not the individual.*****

Go To: [www.identogo.com](http://www.identogo.com)

## 1. Click on “Get Fingerprinted”.



## 2. Select State.



### 3. Select Digital Fingerprinting.

The screenshot shows a web browser window with the URL [identogo.com/locations/maine](https://identogo.com/locations/maine). The page title is "Enrollment Services" and the subtitle is "Select an Option Below to Get Started". There are four service cards:

- Digital Fingerprinting**: Represented by a blue fingerprint icon. Description: "Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status."
- TSA PreV®**: Represented by a blue airplane icon. Description: "An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience."
- HAZMAT**: Represented by a red diamond icon with a white symbol. Description: "A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license." A "Select" button is visible at the bottom of this card.
- TWIC®**: Represented by a red icon of a person with a scanner. Description: "A threat assessment for the Transportation Worker Identification Credential".

A small URL <https://universalenroll.dhs.gov/programs/home> is visible in the bottom left corner of the page content.

4. **If Located IN STATE:** Click on **first GREEN** box to Schedule a New Appointment.
  
5. **\*\*If Located Out of State:** Click on the **second GREEN** box to Register for Fingerprint Card Processing Services. NOTE: Skip the next few sections (6-13) in the instructions *and scroll all the way down to the **“Out of State”** section to proceed.*

The screenshot shows a web browser window with the URL [me.ibtfingerprint.com](https://me.ibtfingerprint.com). The page title is "Fingerprinting & Enrollment Services".

**COVID-19 DELAYS**  
**To our IDEMIA customers.**  
 Due to the impact of the COVID-19 epidemic we are experiencing a temporary reduction in the number of enrollment centers available for fingerprint appointments. We understand that this may result in a temporary inconvenience to our customers due to enrollment center proximity and appointment availability. IDEMIA is committed to providing our services which allow continuity for many critical community and government services, such as healthcare, foster care, and other essential services that protect and serve our population. We ask for your support and understanding as we navigate this challenging time together.

**Enrollment Center Health and Wellness**  
**ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE OR A MEDICAL CONDITION.**

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling sick and have scheduled an appointment with us, we ask that you visit us online or call to reschedule your appointment. Be aware that if you are exhibiting symptoms while at an enrollment center, we may kindly ask to reschedule your appointment. Our staff are trained to sanitize their hands between customer interactions, and to disinfect surfaces that customers come in contact with regularly. In response to the Coronavirus, we have increased cleaning protocols related to high-touch surfaces like door handles, keyboards, counters, chairs, etc. We have directed our team to stay home and see a doctor when they are not feeling well.

*Please print the confirmation statement at the end of your enrollment and follow all published safety guidelines we have implemented based on CDC and WHO recommendations.*

**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.

<p><b>For New Appointments</b></p> <p>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.</p> <p><b>Schedule a New Appointment</b></p>	<p><b>To Mail In Your Fingerprint Card</b></p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identigo after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</p> <p><b>Register for Fingerprint Card Processing Service</b></p>	<p><b>To Look Up or Change an Existing Appointment</b></p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p><b>Registration ID (REGID)</b>  <b>Email Address</b></p>	<p><b>For Fingerprint Rejection Notices</b></p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p><b>Transaction Control Referral (TCR)</b></p>
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**For Travel Security Screening and Transportation Threat Assessments:**

**If you have any questions with the website, please call (855) 667-7422.**

6. Your agency should select **Private Industry** to register, then click **GO**.

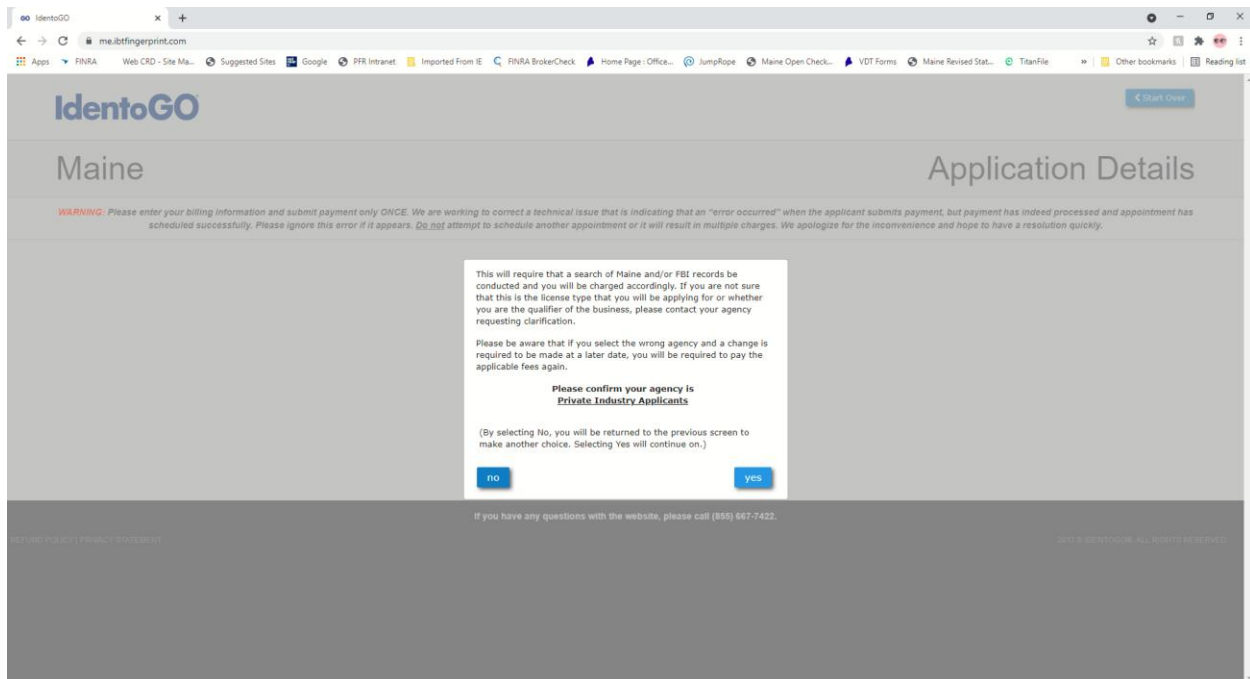
The screenshot shows a web browser window with the URL `ma.idtfingerprint.com`. The page header includes the **IdentoGO** logo and a **Start Over** button. Below the header, the page is titled **Maine** and **Application Details**. A **WARNING** message is displayed: *WARNING: Please enter your billing information and submit payment only ONCE. We are working to correct a technical issue that is indicating that an "error occurred" when the applicant submits payment, but payment has indeed processed and appointment has scheduled successfully. Please ignore this error if it appears. Do not attempt to schedule another appointment or it will result in multiple charges. We apologize for the inconvenience and hope to have a resolution quickly.*

The main content area contains the instruction: **Please select the agency from the below list.**

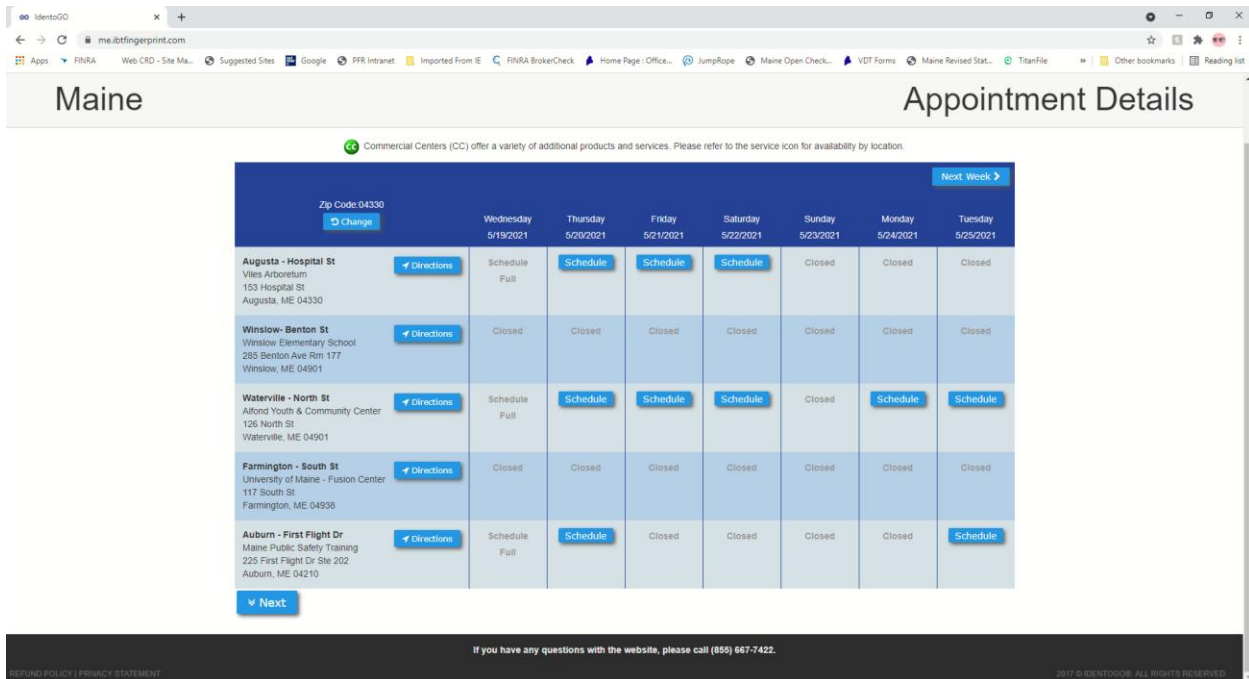
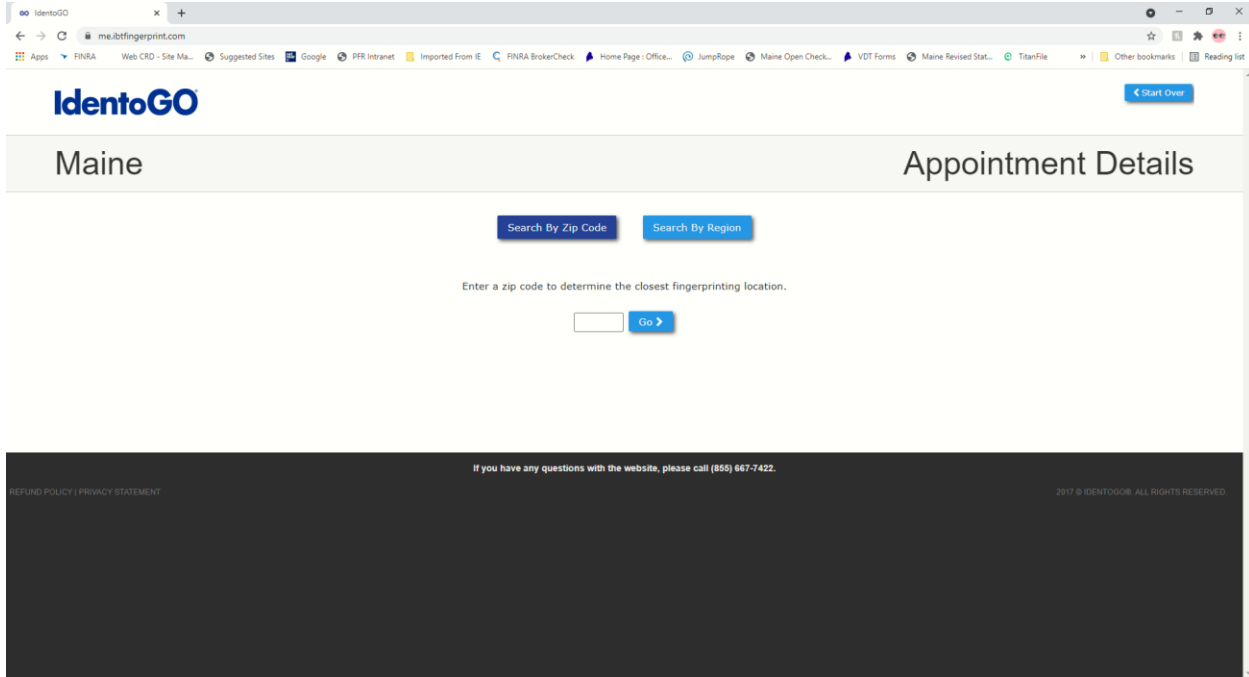
Below this instruction is a form with the label **agency name \*** and a dropdown menu. The dropdown menu is currently set to **Private Industry Applicants**. Below the dropdown menu are two buttons: **Go** and **Reset**.

At the bottom of the page, there is a dark footer bar with the text: **If you have any questions with the website, please call (855) 667-7422.** On the left side of the footer, it says **REFUND POLICY | PRIVACY STATEMENT**. On the right side, it says **2017 © IDENTOGO. ALL RIGHTS RESERVED.**

7. Registrant will need to click **YES** as this is the correct fingerprint type.



8. This section is to find a location near you. Once you've found a location, click Schedule on a date/City that works for you.



9. Now enter your information.

**Before** you click Submit, Please make sure to enter Applicant Employer Information, at the bottom of the Application Information page in Section: **Applicant Employer Information(See screen shot in #10 below)**

The screenshot shows a web browser window with the URL [ma.ibt.fingerprint.com](http://ma.ibt.fingerprint.com). The page title is "Maine Applicant Information". A "Start Over" button is in the top right. Below the header, a note states: "Items marked with an \* are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error."

**APPLICANT NAME**

prefix	first name *	middle name	last name *	suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**APPLICANT ALIAS OR MAIDEN NAME**

prefix	first name	middle name	last name	suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Alias](#) (up to 5)

**MAILING ADDRESS**

number *	direction	street name *	unit designator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
country *	city *	state / territory *	zip code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**METHODS OF CONTACT**

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

phone 1 *	phone 1 type *	phone 2	phone 2 type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have any questions with the website, please call (855) 667-7422.





11. Then a confirmation screen to review all their information. The opportunity to change and update personal information and appointment can be completed. If all correct, click **GO**.

**IdentoGO** [Start Over](#)

## Maine Information Verification

**YOUR REGISTRATION IS NOT YET COMPLETE**  
Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

**IF ALL INFORMATION APPEARS CORRECT ---->** [Go](#)

**APPLICATION DETAILS** [CHANGE](#)

**agency name**  
Private Industry Applicants

**fingerprint reason**  
PIAP PRIVATE INDUSTRY APPLICANT

**APPOINTMENT DETAILS** [CHANGE](#)

**location**  
Augusta - Hospital St  
Viles Arboretum  
153 Hospital St  
Augusta, ME 04330  
United States

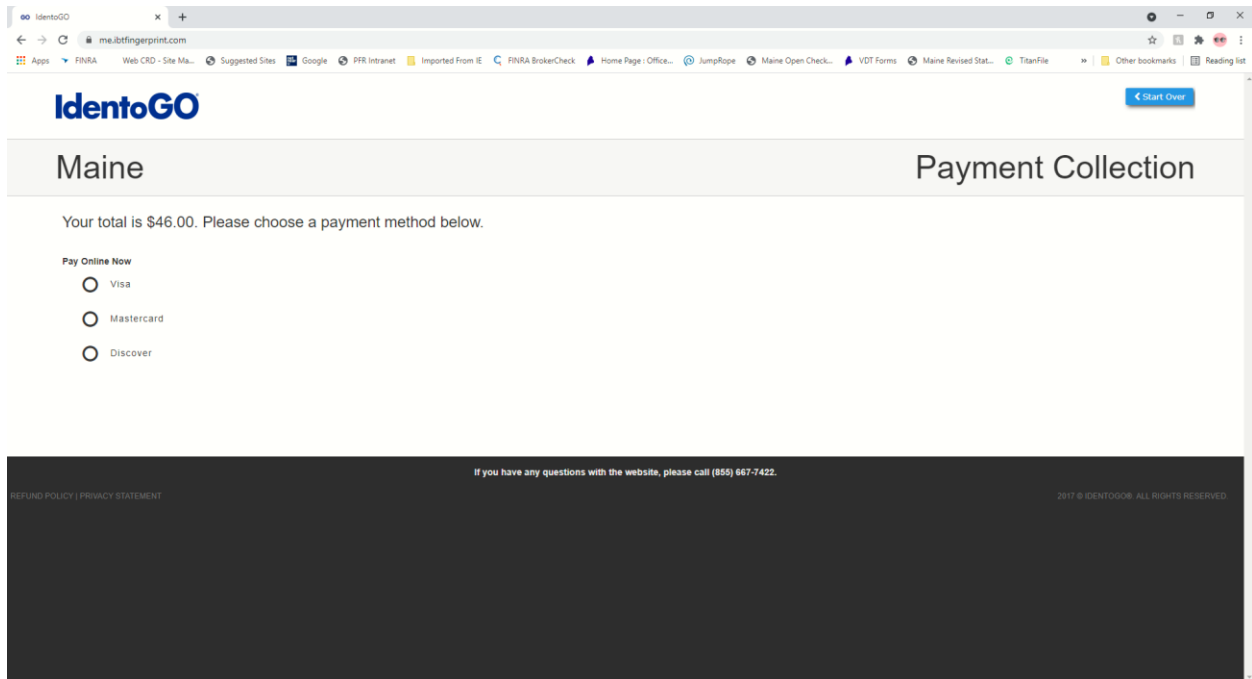
**appointment date/time**  
Thursday, May 20, 2021 at 1:20pm

**APPLICANT DETAILS** [CHANGE](#)

**name**  
Mrs. Billie Jo Pyska

If you have any questions with the website, please call (855) 667-7422.

12. This is just a confirmation screen of how the payment will be taken (next steps). Fees are \$21 for filing fingerprints and \$25 for the vendor fee. Total of \$46.



13. Click on [blue link](#) to make payment. Once payment is done a confirmation screen should appear from payment processing center. If an e-mail address is given then an e-mail will be sent to the registrant on their appointment specifics.

Go to **“FINAL Step”** below.

https://me.ibtfingerprint.com

Secure | https://me.ibtfingerprint.com

Maine

## Registration Complete

Register Another Applicant

[Save PDF](#) [Print](#)

Your payment has not been received yet. Please complete payment by following the instructions given below in the Payment Details section.

### Registration Completed for Beullah Mae

#### Appointment Details

<b>Location</b> Augusta - Riverside Dr Albison's Printing 124 Riverside Dr Augusta, ME 04330 United States <a href="#">Get directions from Google Maps</a>	<b>Appointment</b> Date: 07/20/2017 Time: 12:10 PM
	<b>Registration ID</b> A117231861L

#### Payment Details

Please make your payment now [Continue to Make Payment >](#)

If you do not successfully make a payment using our online system, you will not be fingerprinted on the day of your appointment.

Your total is \$48.00.

#### Reminders

You will be required to show identification at your fingerprinting appointment. Acceptable forms of personal identification must be current and valid.

A [Drivers License](#) (issued by any state), [Passport](#), or [Photo Identification Card](#) (issued by a municipality, county or state in lieu of a drivers license or a military ID) are acceptable forms of identification.

#### Application Details

**Agency Name:** Private Industry Applicants  
**Fingerprint Reason:** PIAP Private Industry Applicant

If you have any questions with the website, please contact MorphoTrust USA at (855) 667-7422.

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# Out of State: (OOS)

## 6. Review and click on Yes.

The screenshot shows a web browser window with the URL [me.ibtffingerprint.com](http://me.ibtffingerprint.com). The page header features the IdentoGO logo and a 'Start Over' button. The main heading is 'Maine Fingerprint Card Submissions'. A central grey box contains the following text:

Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

To submit Fingerprint Cards for a Maine state background check please complete the following steps:

1. **Complete the online registration process.** This ensures we have your individual information and allows us to submit your fingerprints for the required background check without delays.
2. **Pay for Service.** At the end of the online registration, you will be directed to the ePayment site to complete payment. *Please Note:* Fingerprint cards without payment will not be processed.
3. **Mail in your completed fingerprint cards to be processed.** Mailing address will be on your registration completed form.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

At the bottom of the grey box are two buttons: 'no' and 'yes'.

At the bottom of the page, there is a dark footer with the text: 'If you have any questions with the website, please call (855) 667-7422.' On the left side of the footer, it says 'REFUND POLICY | PRIVACY STATEMENT' and on the right side, it says '2017 © IDENTOGO. ALL RIGHTS RESERVED.'

## 7. Select **Private Industry** Applicants. Then click Go.

The screenshot shows the IdentoGO website interface. At the top, there is a navigation bar with the IdentoGO logo and a "Start Over" button. Below the navigation bar, the page is titled "Maine" and "Application Details". A warning message is displayed: "WARNING: Please enter your billing information and submit payment only ONCE. We are working to correct a technical issue that is indicating that an 'error occurred' when the applicant submits payment, but payment has indeed processed and appointment has scheduled successfully. Please ignore this error if it appears. Do not attempt to schedule another appointment or it will result in multiple charges. We apologize for the inconvenience and hope to have a resolution quickly." Below the warning, there is a form with the text "Please select the agency from the below list." and a dropdown menu labeled "agency name" with "Private Industry Applicants" selected. There are "Go" and "Reset" buttons below the dropdown. At the bottom of the page, there is a footer with the text "If you have any questions with the website, please call (855) 667-7422." and "REFUND POLICY | PRIVACY STATEMENT" on the left and "2017 © IDENTOGO. ALL RIGHTS RESERVED." on the right.

## 8. Review then click yes.

The screenshot shows the IdentoGO website interface with a confirmation dialog box. The dialog box contains the following text: "This will require that a search of Maine and/or FBI records be conducted and you will be charged accordingly. If you are not sure that this is the license type that you will be applying for or whether you are the qualifier of the business, please contact your agency requesting clarification." Below this text, it says "Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again." The dialog box then asks "Please confirm your agency is Private Industry Applicants" and provides two buttons: "no" and "yes". Below the dialog box, there is a footer with the text "If you have any questions with the website, please call (855) 667-7422." and "REFUND POLICY | PRIVACY STATEMENT" on the left and "2017 © IDENTOGO. ALL RIGHTS RESERVED." on the right.

9. Enter your information.

**Before** you click Submit, Please make sure to enter Applicant Employer Information, Click “Yes” at the bottom of the Application Information page in Section: **Applicant Employer Information**(See screen shot in #10 below)

The screenshot shows the IdentoGO website interface for the 'Maine Applicant Information' form. The browser address bar shows 'me.tbtfingerprint.com'. The page title is 'Maine Applicant Information'. A note states: 'Items marked with an \* are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.'

**APPLICANT NAME**

prefix [dropdown] first name \* [text] middle name [text] last name \* [text] suffix [dropdown]

**APPLICANT ALIAS OR MAIDEN NAME**

prefix [dropdown] first name [text] middle name [text] last name [text] suffix [dropdown]

+ Add Alias (up to 5)

**MAILING ADDRESS**

number \* [text] direction [dropdown] street name \* [text] unit designator [dropdown]

country \* [dropdown] city \* [text] state / territory \* [dropdown] zip code \* [text]

United States [dropdown]

**METHODS OF CONTACT**

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

phone 1 \* [text] phone 1 type \* [text] phone 2 [text] phone 2 type [text]

If you have any questions with the website, please call (855) 667-7422.

10. Enter information including address and contact information. **Be sure to enter in “Maine Office of Securities” under the Employer option, with the Office’s correct full address, 121 State House Station, Augusta ME 04333 in order for SBI’s staff to know to mail these responses and fingerprint card back to your office and not the individual. If this is not completed, our Office will NOT receive notice and the applicant will remain in a PENDING status.**

IdentoGO x +

me.ibtffingerprint.com

FINRA Web CRO - Site Ma... Suggested Sites Google PFR Intranet Imported From IE FINRA BrokerCheck Home Page - Office... Jumplope Maine Open Check... VOT Forms Maine Revised Stat... TitanFile Other bookmarks Reading list

**Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.**

phone 1 \* phone 1 type \* phone 2 \* phone 2 type

#####

email confirm email

preferred contact method preferred contact time contact notes/instructions

Yes, please email me educational materials, special offers and information about other Identogo products and services.

**APPLICANT DEMOGRAPHIC DATA**

date of birth \* gender \* height \* \* weight \* race \*

mm/dd/yyyy ft. in. lbs.

hair color \* eye color \* place of birth \* citizen country \* social security number

United States \*\*\*-\*\*-\*\*\*\*

**APPLICANT EMPLOYER INFORMATION**

would you like to provide employer information? \* employer name \*

yes  no

number \* direction street name \* apt/unit #

country \* employer city \* employer zip \*

Submit

If you have any questions with the website, please call (855) 667-7422.

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11. Then a confirmation screen to review all their information. The opportunity to change and update personal information and appointment can be completed. If all correct, click **GO**.

12. Registration Complete page. *Please be sure to read the Reminders section on the bottom of the RC page.* Click on [blue link](#) to make payment. Once payment is done a confirmation screen should appear from payment processing center. If an e-mail address is given then an e-mail will be sent to the registrant on their appointment specifics.



FINRA - Logout x https://me.ibtfingerprint.com x Billie Jo

Secure | https://me.ibtfingerprint.com

Apps Web CRD - Site Map Suggested Sites Google Imported From IE FINRA BrokerCheck Home Page : Office JumpRope Campbells Gluten Fre Maine Bureau of Hum Other bookmarks

**IdentoGO**  
By MorphoTrust USA

Maine

## Registration Complete

Register Another Applicant


Save PDF Print

Your payment has not been received yet. Please complete payment by following the instructions given below in the Payment Details section.

**Registration Completed for Ace Ventura**

**Application Details**

Agency Name: Private Industry Applicants  
Fingerprint Reason: PIAP Private Industry Applicant



ZS17066531M

**Payment Details**

Please make your payment now [Continue to Make Payment >](#)

Your fingerprint cards will not be scanned and processed unless prepaid or accompanied by the proper payment.

Your total is \$46.00.

**Reminders**

The fingerprint card along with the appropriate fee, if required and not paid by Escrow Account or Credit Card at the end of registration, should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized).

MorphoTrust USA  
Maine Cardscan Processing ZS17066531M  
3051 Hollis Drive, Suite 310  
Springfield, IL 62704

Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted where the applicant can be reached if there are any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).

Applicants should use a trackable method of delivery such as Priority Mail, UPS, FedEx, etc. Due to the large volume of mail received, MorphoTrust is not able to provide delivery confirmation. If you would like to check on the status of your submission, you can email [identogo-info@morphotrust.com](mailto:identogo-info@morphotrust.com) 5-7 business days after MorphoTrust has received your submission. Please provide your full name, the State for which you submitted your fingerprint cards and your Registration ID. Please do not include personally sensitive information such as Date of Birth or Social Security number.

If you have any questions with the website, please contact MorphoTrust USA at (855) 867-7422.

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## **FINAL Step:**

After you have completed registration and payment, if In State, you will go the scheduled site to be fingerprinted. If OOS, after you get printed, you will mail the cards using the address provided on the Registration Complete page.

Should you have any questions, please feel free to contact me at 207-624-8490 or email at [billie-jo.a.pyska@maine.gov](mailto:billie-jo.a.pyska@maine.gov)

Thank you

Billie-Jo Pyska