

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

1. Click on “Get Fingerprinted”

The screenshot shows a web browser window with the URL [identogo.com](https://www.identogo.com). The browser's address bar and tabs are visible at the top. The website's navigation menu includes "Services", "Solutions", "Locations", "News", "Partners", and a prominent blue button labeled "Get Fingerprinted".

The main content area features a blue-tinted background image of a person's legs and feet. The text reads: "Keep your shoes on. Enroll in TSA PreCheck® in under 10 minutes. That's all it takes for shoes, belts and jackets to stay where they belong—on you. Breeze through security in 200+ airports nationwide." Below this text is a blue "Enroll Now!" button. Navigation arrows are present on the left and right sides of the main image.

At the bottom of the page, there are two search sections: "Find the nearest IdentoGO center." with a text input field containing "Zip, city, or state", and "Search for services by state." with a dropdown menu set to "Select One" and a blue "Go" button.

https://universalenroll.dhs.gov/workflows?servicecode=11115V&service=pre-enroll&utm_campaign=IDe2020&utm_source=IdentoGO&utm_medium=Website&utm_content=IdentoGOWebsite

2. Select State. If there is No locations found for your State, then Select Maine.

The screenshot shows the IdentoGO website interface. The browser address bar displays `identogo.com/services/live-scan-fingerprinting`. The page features a navigation menu with 'Services', 'Solutions', 'Locations', 'News', and 'Partners'. A left sidebar lists various services, with 'Digital Fingerprinting' highlighted. The main content area is titled 'DIGITAL FINGERPRINTING' and includes a sub-header 'Select a Fingerprinting Service by State'. Below this is a dropdown menu labeled 'Select One' and a blue 'Go' button. To the right, there is a section titled 'Find an IdentoGO Center' with a text input field for 'Zip, city, or state'. Another section titled 'Don't have the required proof of U.S. Citizenship?' includes a link for 'BIRTH CERTIFY'.

Services
Select a service below to get started.

- Digital Fingerprinting
- TSA PreCheck®
- TWIC®
- HAZMAT
- Birth Certify
- Birth Certificates
- Photo Services
- Fingerprint Card
- History Check
- FINRA Background Check
- Canada (Global ID Services)

DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

Select One

IdentoGO Centers provide convenient, fast and accurate Live Scan fingerprinting services. Whether you are required to be fingerprinted by a government agency or for employment, our trained Enrollment Agents will ensure that your paperwork is in order, take your fingerprints, process the request and have you on your way in no time!

We provide Live Scan fingerprinting services for a wide variety of state agencies, programs and industries including:

Find an IdentoGO Center
Enter your Location to find the nearest center.

Zip, city, or state

Don't have the required proof of U.S. Citizenship?
BIRTH CERTIFY >

Birth Certify allows our agents to retrieve your birth records digitally. All you need to enroll in TSA PreCheck®,

3. Select Digital Fingerprinting. (For OUT OF STATE, select “To mail in Fingerprint Cards”)

The screenshot shows a web browser window with the URL idento.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**: Fingerprinting for state and federal agency or employment requirements. Schedule a New Appointment, Change an Existing Appointment or Check your Status.
- TSA PreCheck®**: An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.
- HAZMAT**: A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license.
- TWIC®**: A threat assessment for the Transportation Worker Identification Credential (TWIC®) program which includes workers who access secure areas of the nation's maritime facilities and vessels.

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 (skip 6-13) in the instructions and scroll all the way down to the **“Out of State”** section to proceed.

The screenshot shows the Identigo website for Maine. The page title is "Maine" and the main heading is "Fingerprinting & Enrollment Services". There are several sections of text, including a "COVID-19 DELAYS" notice, an "Enrollment Center Health and Wellness" notice, and a "For Licensing, Certification or Employment requirements in Maine" section. The "For Licensing..." section contains four columns of instructions with buttons for "Schedule a New Appointment", "Register for Fingerprint Card Processing Service", "Registration ID (REGID)", "Email Address", and "Transaction Control Referral (TCR)".

IdentigoGO

Maine

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>For New Appointments</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>Schedule a New Appointment</p>	<p>To Mail In Your Fingerprint Card</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>Register for Fingerprint Card Processing Service</p>	<p>To Look Up or Change an Existing Appointment</p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>Email Address</p>	<p>For Fingerprint Rejection Notices</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>Transaction Control Referral (TCR)</p>
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If you have any questions with the website, please call (855) 667-7422.

6. Select **Private Industry** to register, then click **GO**.

The screenshot shows the IdentoGO website interface. At the top, the browser address bar displays 'me.ibtffingerprint.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 red warning message is present: '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 prompts the user to 'Please select the agency from the below list.' Below this is a dropdown menu labeled 'agency name'. The dropdown is open, showing a list of agencies. The 'Private Industry Applicants' option is highlighted in blue.

agency name

- Board of Real Estate Appraisers
- Bureau of Revenue Services
- DHHS/Adam Walsh - Foster Parent
- DHHS/Child Care Provider
- DHHS/Children's Residential - Shelters
- DHHS/Support Enforcement
- DOL/Unemployment Compensation
- Department of Education
- District Courts - Adoption
- MAINE SBI NCPA/VCA
- Maine Board of Licensure in Medicine
- Maine Board of Nursing
- Maine Board of Osteopathic Licensure
- Maine Inland Fisheries and Wildlife Guide License
- Maine Office of Marijuana Policy
- Maine Office of the State Auditor
- Private Industry Applicants**
- Probate Courts - Adoption
- VISA Applicant

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

The screenshot shows a web browser window with the IdentoGO website. The page title is "Maine" and the sub-header is "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, a dialog box prompts the user to "Please select the agency from the below list." 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." "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." "Please confirm your agency is **Private Industry Applicants**" "(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)" At the bottom of the dialog box, there are two buttons: "no" and "yes". The "yes" button is highlighted in blue, indicating it is the correct choice.

IdentoGO

Maine

Application Details

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.

Please select the agency from the below list.

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.

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.

Please confirm your agency is
Private Industry Applicants

(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)

no yes

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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.

IdentoGO Start Over

Maine Appointment Details

[Search By Zip Code](#) [Search By Region](#)

Enter a zip code to determine the closest fingerprinting location.

[Go](#)

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

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IdentoGO Start Over

Maine Appointment Details

Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Zip Code 04330 Change	Thursday 4/7/2022	Friday 4/8/2022	Saturday 4/9/2022	Sunday 4/10/2022	Monday 4/11/2022	Tuesday 4/12/2022	Wednesday 4/13/2022
Augusta - Hospital St Viles Arboretum 153 Hospital St Augusta, ME 04330 Directions	Schedule Full	Schedule	Schedule	Closed	Closed	Closed	Schedule
Waterville - North St Allford Youth & Community Center 126 North St Waterville, ME 04901 Directions	Schedule Full	Closed	Closed	Closed	Closed	Schedule	Closed
Auburn - First Flight Dr Maine Public Safety Training 225 First Flight Dr Ste 202 Auburn, ME 04210 Directions	Closed	Closed	Closed	Closed	Closed	Schedule	Schedule
Portland - Washington Ave Maine Public Safety Training Institute 1321 Washington Ave Ste 102C Portland, ME 04103 Directions	Schedule Full	Closed	Schedule	Closed	Schedule	Schedule	Schedule
Bangor - Hammond St Bangor Private Investigations Inc 611 Hammond St Ste 2 Bangor, ME 04401 Directions	Closed	Schedule	Schedule	Closed	Schedule	Closed	Schedule

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

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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 me.ibtffingerprint.com. The page title is "Maine Applicant Information". A note at the top 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."

The form is divided into several sections:

- APPLICANT NAME:** Fields for prefix, first name, middle name, last name, and suffix.
- APPLICANT ALIAS OR MAIDEN NAME:** Fields for prefix, first name, middle name, last name, and suffix. Includes a "+ Add Alias (up to 5)" button.
- MAILING ADDRESS:** Fields for number, direction, street name, unit designator, country (pre-filled with "United States"), city, state/territory, and zip code.
- METHODS OF CONTACT:** Fields for phone 2, phone 2 type, phone 1, and phone 1 type. Includes email and confirm email fields, preferred contact method, preferred contact time, and contact notes/instructions. A checkbox is checked: "Yes, please email me educational materials, special offers and information about other Identigo products and services."
- APPLICANT DEMOGRAPHIC DATA:** Fields for date of birth, gender, height (ft, in, lbs), weight (lbs), race, hair color, eye color, place of birth, citizen country (pre-filled with "United States"), and social security number.
- APPLICANT EMPLOYER INFORMATION:** A question "would you like to provide employer information?" with radio buttons for "yes" and "no".

A "Submit" button is located at the bottom right of the form. A footer at the bottom of the page reads: "If you have any questions with the website, please call (855) 967-7422."

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.*

The screenshot shows a web browser window with the URL me.ibtfingerprint.com. The page contains a registration form with the following sections:

- APPLICANT ALIAS OR MAIDEN NAME:** Fields for prefix, first name, middle name, last name, and suffix. Includes an "Add Alias" button (up to 5).
- MAILING ADDRESS:** Fields for number, direction, street name, unit designator, country (pre-filled with United States), city, state/territory, and zip code.
- METHODS OF CONTACT:** Fields for phone 2 (with type dropdown), phone 1 (with type dropdown), email, and confirm email. Includes dropdowns for preferred contact method and time, and a text field for contact notes/instructions. A checkbox is checked for "Yes, please email me educational materials, special offers and information about other Identigo products and services."
- APPLICANT DEMOGRAPHIC DATA:** Fields for date of birth (mm/dd/yyyy), gender, height (ft/in), weight (lbs.), race, hair color, eye color, place of birth, citizen country (pre-filled with United States), and social security number.
- APPLICANT EMPLOYER INFORMATION:** A radio button is selected for "yes" to "would you like to provide employer information?". Fields for employer name, number, direction, street name, apt/unit #, country, employer city, and employer zip.

A "Submit" button is located at the bottom right of the form. 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 "2022 © IDENTIGOOR. ALL RIGHTS RESERVED."

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.

The screenshot shows a web browser window with the URL me.idtfingerprint.com. The page title is "IdentoGO" and the sub-header is "Maine Information Verification". A blue "Start Over" button is in the top right corner. The main heading reads "YOUR REGISTRATION IS NOT YET COMPLETE" followed by the instruction: "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." A prominent green banner contains the text "IF ALL INFORMATION APPEARS CORRECT ---->" and a blue "Go" button with a right-pointing arrow. Below this are four sections, each with a "CHANGE" button:

- 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 datetime: Thursday, May 20, 2021 at 1:20pm
- APPLICANT DETAILS** (CHANGE):
 - name: Mrs. BillieJo Pyska

A footer bar at the bottom states: "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.

The screenshot shows a web browser window with the URL me.tbtfingerprint.com. The page features the IdentoGO logo in the top left and a "Start Over" button in the top right. The main content area is titled "Maine" on the left and "Payment Collection" on the right. Below the title, a message states: "Your total is \$46.00. Please choose a payment method below." Underneath, there is a section labeled "Pay Online Now" with three radio button options: "Visa", "Mastercard", and "Discover". At the bottom of the page, a dark footer contains the text: "If you have any questions with the website, please call (855) 667-7422." on the left, "REFUND POLICY | PRIVACY STATEMENT" on the far left, and "2017 © IDENTOGO® ALL RIGHTS RESERVED." on the far right.

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

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

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

Location Augusta - Riverside Dr Albison's Printing 124 Riverside Dr Augusta, ME 04330 United States Get directions from Google Maps	Appointment Date: 07/20/2017 Time: 12:10 PM
	Registration ID 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 \$46.00.

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 ma.idtfingerprint.com. The page header features the **IdentoGO** logo on the left and a **Start Over** button on the right. Below the header, the page is titled **Maine** on the left and **Fingerprint Card Submissions** on the right. 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 central box are two buttons: **no** and **yes**.

At the bottom of the page, there is a dark grey 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 a web browser window with the URL me.btffingerprint.com. The page header includes the IdentoGO logo and a "Start Over" button. Below the header, the text "Maine" is on the left and "Application Details" is on the right. A red 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." followed by a dropdown menu labeled "agency name" with "Private Industry Applicants" selected. Below the dropdown are "Go" and "Reset" buttons. At the bottom of the page, there is a footer with "REFUND POLICY | PRIVACY STATEMENT" on the left, "If you have any questions with the website, please call (855) 667-7422." in the center, and "2017 © IDENTOGO. ALL RIGHTS RESERVED." on the right.

8. Review then click **yes**.

The screenshot shows the same web browser window as in step 7. A modal dialog box is centered on the screen with 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. 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." Below this text, it says "Please confirm your agency is **Private Industry Applicants**". At the bottom of the dialog, it reads "(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)" and provides "no" and "yes" buttons. The background of the page is dimmed. The footer at the bottom of the page is identical to the previous screenshot.

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 a web browser window with the URL me.idfingerprint.com. The page title is "IdentoGO" and the main heading is "Maine Applicant Information". A blue "Start Over" button is in the top right. Below the heading is a note: "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." The form is divided into several sections:

- APPLICANT NAME:** Fields for prefix, first name *, middle name, last name *, and suffix.
- APPLICANT ALIAS OR MAIDEN NAME:** Fields for prefix, first name, middle name, last name, and suffix. Includes a "+ Add Alias (up to 5)" button.
- MAILING ADDRESS:** Fields for number *, direction, street name *, unit designator, country * (pre-filled with "United States"), city *, state / territory *, and zip code *.
- METHODS OF CONTACT:** Fields for phone 1 *, phone 1 type *, phone 2, and phone 2 type.

A footer note at the bottom reads: "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.*

me.ibtffingerprint.com

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
###-###-#### [v] ###-###-#### [v]

email confirm email
[] []

preferred contact method preferred contact time contact notes/instructions
[v] [v] []

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 [v] ft. in. lbs. [v]

hair color * eye color * place of birth * citizen country * social security number
[v] [v] [] United States [v]

APPLICANT EMPLOYER INFORMATION

would you like to provide employer information? * employer name *
 yes no []

number * direction street name * apt/unit #
[] [v] [] []

country * employer city * employer zip *
[v] [] []

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.

The screenshot shows a web browser window with the URL <https://me.ibtfingerprint.com>. The page title is "Maine" and the main heading is "Registration Complete". Below the heading, there are two buttons: "Save PDF" and "Print". A red banner states: "Your payment has not been received yet. Please complete payment by following the instructions given below in the Payment Details section." The page is divided into sections: "Registration Completed for Ace Ventura", "Application Details" (Agency Name: Private Industry Applicant, Fingerprint Reason: P-I-D Private Industry Applicant, with a barcode and ID number Z51706931M), and "Payment Details" (with a yellow banner: "Please make your payment now! Continue to Make Payment"). A "Reminders" section follows, providing contact information for MorphoTrust USA (305 Hobbs Drive, Suite 310, Springfield, IL 62754) and instructions for applicants, including the requirement to include at least two contact means and to use trackable delivery methods like Priority Mail or UPS. At the bottom, a footer note says: "If you have any questions with the website, please contact MorphoTrust USA at (855) 687-7422."

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

Thank you

Billie-Jo Pyska