

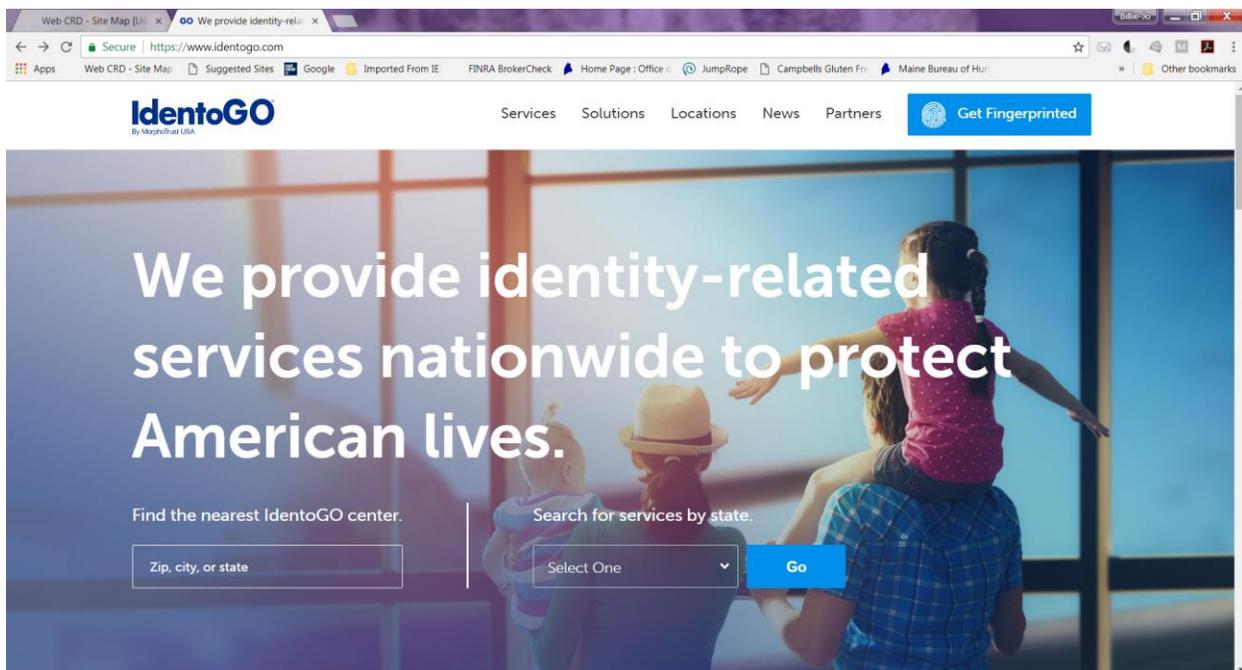
Fingerprint Filing Instructions

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.

Beginning November 13, 2013 the procedure for filing the fingerprint cards has been modified. All new licensee applicants are required to contact our vendor, Morphotrust, to arrange for a fingerprint processing appointment. Please see instructions below. The applicants must go on-line and register, pay, and schedule a date, time and place that is most convenient for them. This is a LIVE system that is already running. Morphotrust will then forward the fingerprints to the State of Maine Bureau of Identification for processing.

Go To: www.identogo.com

1. Click on “Get Fingerprinted”.



2. Select State.

The screenshot shows the IdentoGO website interface. At the top, the browser address bar displays the URL <https://www.identogo.com/services/live-scan-fingerprinting>. The IdentoGO logo is visible in the top left, and navigation links for Services, Solutions, Locations, News, and Partners are in the top right. A left-hand navigation menu lists various services, with "State Fingerprinting" highlighted in blue. The main content area features a large image of a hand being scanned on a device. Below the image, the heading "STATE FINGERPRINTING" is followed by the instruction "Select a Fingerprinting Service by State". A dropdown menu currently shows "Select One" and a blue "Go" button is positioned to its right. To the right of the main content, a sidebar titled "Find an IdentoGO Center" prompts the user to "Enter your Location to find the nearest center." and includes a text input field labeled "Zip, city, or state".

3. Select State Fingerprinting.

The screenshot shows a web browser window with the URL <https://www.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 arranged in a grid:

- State Fingerprinting** (blue icon): Fingerprinting for state agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.
- TSA Pre✓®** (blue icon): An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.
- HAZMAT** (red icon): A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license.
- Select** (red icon): A card with a red icon and the word "Select" below it.

A footer link is visible at the bottom left: <https://universalerroll.dhs.gov/programs/hme>

4. **IN STATE** appointments please click on **first GREEN** box.
5. ****Out of State** applicants click on the **second GREEN** box. If applicant is Out of State, skip the next few sections in the instructions and scroll all the way down to the “Out of State” section to proceed.



Maine

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Maine

For New Appointments

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.

Schedule a New Appointment

To Mail In Your Fingerprint Card

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to MorphoTrust USA after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

To Change an Existing Appointment

To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Registration ID (REGID)

Email Address

For Fingerprint Rejection Notices

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Transaction Control Referral (TCR)

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

Web CRD - Site Map [U] x | 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 Fr | Maine Bureau of Hur | Other bookmarks

IdentoGO
By MorphoTrust USA

Maine

Application Details

Please select the agency from the below list.

Agency Name | Private Industry Applicants | Go

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

REFUND POLICY | PRIVACY STATEMENT
COPYRIGHT © 2004-2017 MORPHOTRUST USA

7. Registrant will need to select YES is this is the correct fingerprint type.

The screenshot shows a web browser window with the URL <https://me.ibtfingerprint.com>. The page header features the **IdentoGO** logo with the tagline "By MorphoTrust USA" and the word "Maine" in a large, bold font. The main heading is "Confirm Agency".

The central content area contains the following text:

This will require that a search of Maine 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.)

There are two buttons: "no" and "yes".

Below the buttons, it says "Need to start over?" with a button labeled "<- Return to Start".

At the bottom, a note states: "If you have any questions with the website, please contact MorphoTrust USA at (855) 667-7422."

Footnote text at the bottom of the page: "REFUND POLICY | PRIVACY STATEMENT
COPYRIGHT © 2004-2017 MORPHOTRUST USA"

8. Registrant will need to select YES is this is the correct fingerprint type.

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[<-- Return to Start](#)

[Pay for Ink Card Submission](#)

Enter a zip code to determine the closest fingerprinting location.

[go](#)

or

Please choose the region you will be in for your identification appointment.

Maine

[go](#)



**Click here
for a map
of Maine**

9. You will need to navigate through the appointment screens to determine location, date and time to be fingerprinted. **All the screens are not shown for this process.

Applicant Information

Instructions

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 * <input type="text"/>	Middle Name <input type="text"/>	Last Name * <input type="text"/>	Suffix ▼
-------------	--------------------------------------	-------------------------------------	-------------------------------------	-------------

Applicant Alias or Maiden Name

Prefix ▼	First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Suffix ▼
-------------	------------------------------------	-------------------------------------	-----------------------------------	-------------

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

Applicant Mailing Address

Number * <input type="text"/>	Direction ▼	Street Name * <input type="text"/>	
Unit Designator ▼			
Country * United States ▼	City * <input type="text"/>	State * ▼	Zip Code * <input type="text"/>

Methods of Contact

Phone 1 * <input type="text" value="###-###-####"/>	Phone 1 Type * ▼	Phone 2 <input type="text" value="###-###-####"/>	Phone 2 Type ▼
Email <input type="text"/>	Confirm Email <input type="text"/>		

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.*

The screenshot shows a web browser window with the URL <https://me.ibtfingerprint.com>. The browser's address bar shows the page is secure. The page content includes several form fields:

- Contact Information:** Email, Confirm Email, Preferred Contact Method, Preferred Contact Time, Contact Notes/Instructions, and a checkbox for "Yes, please email me educational materials, special offers and information about other MorphoTrust USA products and services."
- Applicant Demographic Data:** Date of Birth (MM/DD/YYYY), Gender, Height (ft/in), Weight, Race, Hair Color, Eye Color, Place of Birth, Citizen Country (United States), and Social Security Number.
- Applicant Employer Information:** Employer Name, Employer Phone, Number, Direction, Street Name, Apt/Unit #, Country (United States), Employer City, Employer State, and Employer Zip.
- Employer Contact Name:** PreFix, First Name, Middle Name, Last Name, Suffix, and Occupation.

At the bottom of the form, there is a yellow bar containing the text "After You Have Entered All Required Information ---->" and a blue button labeled "Send Information".

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 <https://me.ibtfingerprint.com/index.php>. The page title is "Maine" and the main heading is "Information Verification". Below the heading, a message states: "YOUR REGISTRATION IS NOT YET COMPLETE. Please review all of the following information. If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section." A yellow bar contains the text "If All Information Appears Correct ---->" followed by a blue "GO" button. The page is divided into two sections: "Application Details" and "Appointment Details".

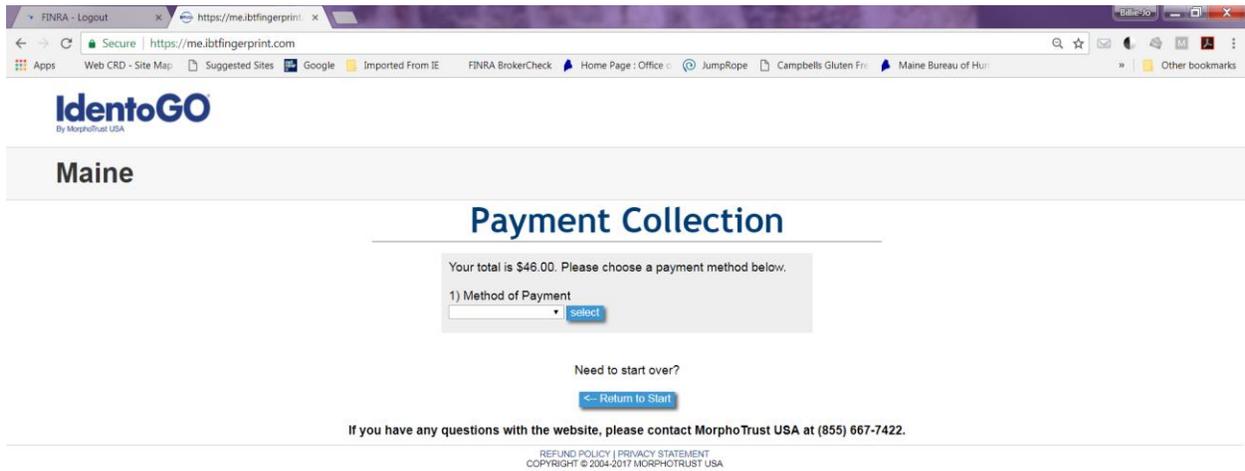
Application Details
Agency Name: Private Industry Applicants
Fingerprint Reason: PIAP Private Industry Applicant

To change any information in this section >>>>> [Change Application Details](#)

Appointment Details
Location: Augusta - Riverside Dr
Albison's Printing
124 Riverside Dr
Augusta, ME 04330
United States
Appointment Date: 08/01/2017
Appointment Time: 09:30 AM

To change any information in this section >>>>> [Change Appointment Details](#)

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 <https://me.ibtfingerprint.com>. The page features the IdentoGO logo (By MorphoTrust USA) and a navigation bar with the word "Maine". The main heading is "Payment Collection". Below this, a message states: "Your total is \$46.00. Please choose a payment method below." A form labeled "1) Method of Payment" contains a dropdown menu with a "select" button. Below the form, there is a link that says "Need to start over?" and a button labeled "<- Return to Start". At the bottom, a footer contains the text: "If you have any questions with the website, please contact MorphoTrust USA at (855) 667-7422." and "REFUND POLICY | PRIVACY STATEMENT | COPYRIGHT © 2004-2017 MORPHOTRUST USA".

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

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 \$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

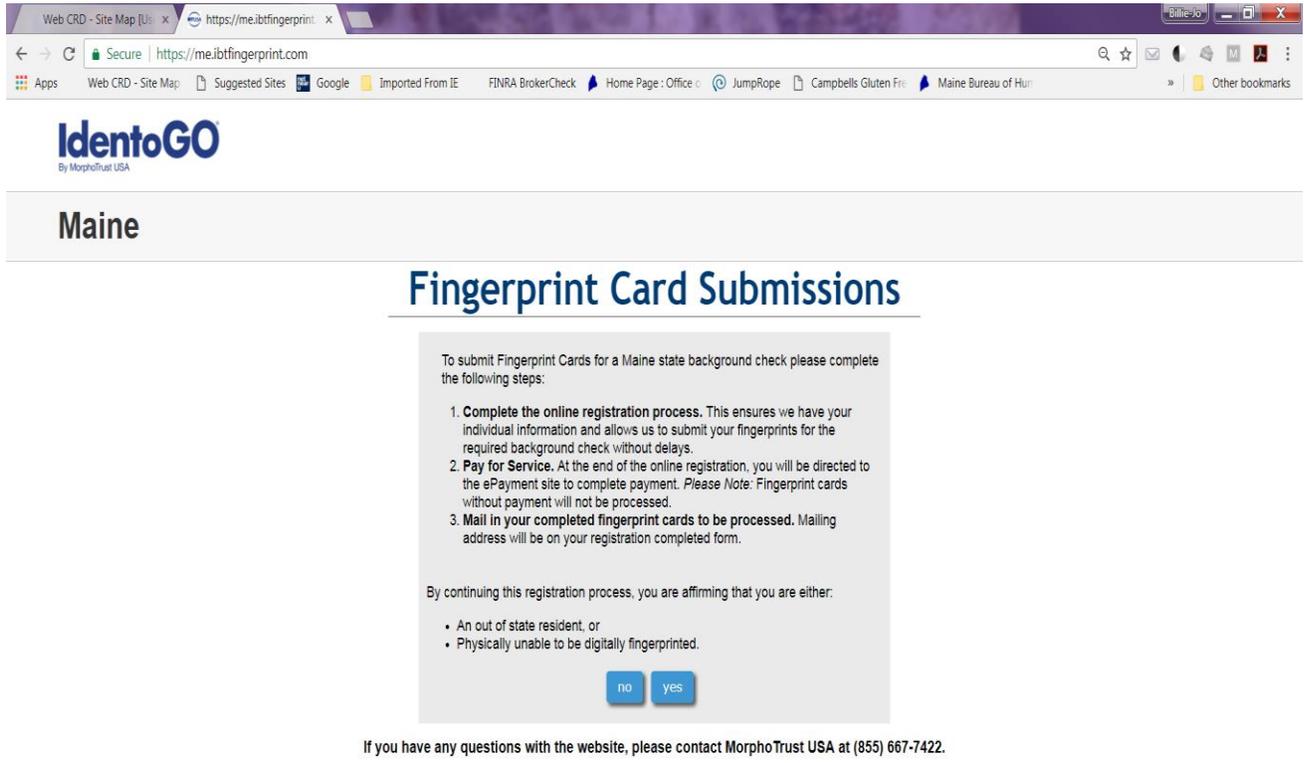
Agency Name: Private Industry Applicants
Fingerprint Reason: PIAP Private Industry Applicant

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

REFUND POLICY | PRIVACY STATEMENT
COPYRIGHT © 2004-2017 MORPHOTRUST USA

****Out of State:**

6. Review and click on Yes.



The screenshot shows a web browser window with the URL <https://me.ibtfingerprint.com>. The page features the IdentoGO logo (By MorphoTrust USA) and a navigation bar with "Maine" selected. The main heading is "Fingerprint Card Submissions". Below this, a grey box contains instructions for submitting fingerprint cards for a Maine state background check. The instructions list three steps: 1. Complete the online registration process, 2. Pay for Service, and 3. Mail in your completed fingerprint cards to be processed. Below the instructions, a statement asks the user to affirm their status as either an out-of-state resident or physically unable to be digitally fingerprinted. Two buttons, "no" and "yes", are provided for the user to click.

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.

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

7. Select Private Industry Applicants. Then click Go.

Web CRD - Site Map [U] x 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 Fri Maine Bureau of Hu Other bookmarks

IdentoGO
By MorphoTrust USA

Maine

Application Details

Please select the agency from the below list.

Agency Name Private Industry Applicants

Need to start over?

[<- Return to Start](#)

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

REFUND POLICY | PRIVACY STATEMENT
COPYRIGHT © 2004-2017 MORPHOTRUST USA

8. Review then click yes.

Web CRD - Site Map [U] x 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 Fri Maine Bureau of Hu Other bookmarks

IdentoGO
By MorphoTrust USA

Maine

Confirm Agency

This will require that a search of Maine 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.)

Need to start over?

[<- Return to Start](#)

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

REFUND POLICY | PRIVACY STATEMENT
COPYRIGHT © 2004-2017 MORPHOTRUST USA

9. 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 "Registration Complete". At the top, there are buttons for "Register Another Applicant", "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." Below this, it says "Registration Completed for Ace Vantura".

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

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 \$48.00.

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
3351 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 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) 667-7422.

REFUND POLICY / PRIVACY STATEMENT
COPYRIGHT © 2014-2017 MORPHOTRUST USA

FINAL Step:

After you have completed registration and payment, if In State, you will go the scheduled site to be printed. 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