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*General Practice*  
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*Probate*  
*Estate Planning*  
*Guardianships*

### **Electronic Fingerprinting Procedures**

#### **Fingerprint Requirement For Guardians:**

The Florida Department of Law Enforcement (FDLE) no longer accepts or processes hard copy guardian applicant fingerprint cards. Fingerprints are to be submitted electronically via a live scan device.

Locations providing this service can be found at: [www.identogo.com/services/live-scan-fingerprinting](http://www.identogo.com/services/live-scan-fingerprinting). Select Florida for the state. Scroll down to "Enrollment Services" and click on "Digital Fingerprinting." Then click on "Schedule a New Appointment."

The applicant will need to select an Agency:

**Non-Professional/Family guardian applicants should select "All Other."  
Professional guardian applicants should select "Professional Guardians."**

The applicant will need the Originating Agency Identification Number (ORI) in order to schedule an appointment.

**Pinellas ORI # for Non-Professional/Family guardian applicants: FL052104Z  
Pinellas ORI # for Professional guardian applicants: FL052103Z**

The applicant should arrive at their appointment with any necessary paperwork and their photo ID. Please note: **a photo ID is required** before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. driver's license, state ID, passport, military ID, or alien registration card with picture).

Once the applicant has been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Florida Department of Law Enforcement (FDLE). The fingerprint technician also issues a signed receipt for the fingerprinting service to the applicant. The applicant needs to keep this receipt for future reference.

FDLE processes the background check for the State of Florida. Florida Department of Law Enforcement forwards the fingerprint record to the FBI for federal background check processing. When the background check(s) is completed, the results are returned to the Clerk's office.

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