



## Personnel Security Management, Inc

Personnel Security Management, Inc. is ready to turn your paper fingerprint cards FD258 into electronic prints.

How will this work? Simply continue your current process obtaining paper prints. Making sure your applicant uses legible hand writing. Instead of sending the paper to OPM send them to us. We will scan them into the EFT format and upload them into our SWFT or as a multi-user or into your SWFT account. Please note that the attached MOU will be needed.

Most companies are charging up to \$50.00 to have your prints turned electronic. We suggest that we are more efficient and experienced than others who seek to enter this area. We have over 20 years of experience working in the National Industry Security Program. Therefore, we are confident that a more competitive rate of \$15.00 per electronic print and our knowledge will ensure that your fingerprints are handled properly the first time.

### Our process:

1. Print the complete the attached fingerprint request form (MOU).
2. Mail the form(MOU), fingerprints & check, money order, or credit card information for \$15.00 to:  
Personnel Security Management, Inc  
9441 Water Fern Circle  
Clermont, FL 34711
3. Once uploaded into SWFT an email will be sent to the requester with the TCN confirmation number.

Contact Carol at [carol@psmnet.net](mailto:carol@psmnet.net) or Joe at [joe@psmnet.net](mailto:joe@psmnet.net) for more information.



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### Electronic Fingerprint Request Form

#### Memorandum of Understanding

Name of person fingerprinted: \_\_\_\_\_

Company name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Company CAGE: \_\_\_\_\_ Investigation Type: \_\_\_\_\_

Company Phone (Security POC): \_\_\_\_\_

FSO or POC Name: \_\_\_\_\_

FSO or POC email: \_\_\_\_\_

I authorize Personnel Security Management, Inc to convert and/or change paper fingerprints to electronic and upload them into the DoD SWFT system. I understand that Personnel Security Management, Inc takes reasonable precautions to protect PII and will remove my employees' information on a monthly purge. Furthermore, Personnel Security Management, Inc. will scan and upload all fingerprints received within one business day of receipt. I agree that Personnel Security Management, Inc will not be responsible for late submissions of fingerprints. Resubmissions will be completed at no charge within 30 days of first submission. You must provide the TCN of electronic prints to be resubmitted.

Pay by:  Check      Credit Card  Visa  MC  AMX

Credit Card # \_\_\_\_\_

EXP: \_\_\_\_\_ Security Code: \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Card if different then POC \_\_\_\_\_

\_\_\_\_\_

Signature & Date