

Central Florida Fingerprinting Preparation Guide

An evergreen guide that helps applicants confirm the right fingerprinting route and arrive prepared without guessing about agency-specific requirements.



Prepared for **Live Scan Fingerprinting, Investigative & Notary Services**

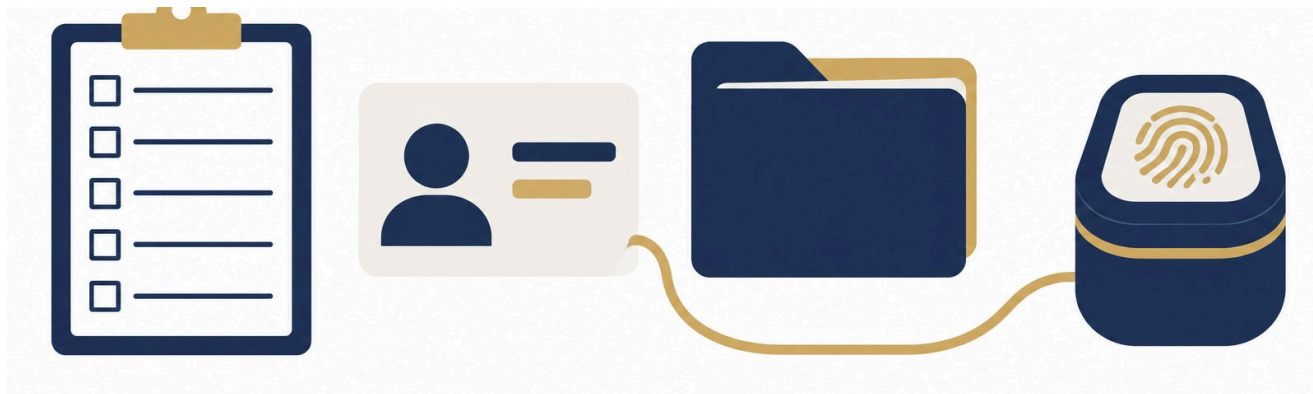
Apopka: (407) 703-7236; Sanford: (407) 688-3305.

Apopka: 1706 E Semoran Boulevard, Suite 111, Apopka, FL 32703. Sanford: 203 E 3rd Street, Suite 104, Sanford, FL 32773.

1 Begin with a calm plan

Begin with the requesting employer, board, school, regulator, or agency. It controls the screening type, ORI, accepted format, identification, forms, and submission instructions.

A helpful reminder. Preparation can reduce uncertainty. You do not need to understand every agency rule—confirm the instructions, bring what is required, and ask the provider about the service process.



1.1 Prepare at your own pace

- ☐ Ask the requester for the exact screening type, ORI, forms, and accepted fingerprint format.
- ☐ Confirm whether electronic Live Scan, a hard card, mobile service, or another route is required.
- ☐ Bring only the identification and paperwork the requesting organization specifies.
- ☐ Verify the correct office, walk-in or appointment expectations, current pricing, and availability before travel.
- ☐ Keep any transaction information provided and use the requesting organization's status process after submission.

Preparation notes

2 Free information you can use

The short subjects below support both careful reading and quick scanning. Mark the topics that matter now, then return to the others when they become useful.

Start With the Requesting Agency's Instructions

Explain that the employer, board, school, or other requesting agency is the authority for the screening type, ORI, fees, and submission instructions.

ORI Numbers: What They Are and Why They Matter

Give a plain-language explanation of ORI numbers and questions to ask the requesting agency before visiting; avoid publishing a universal ORI list.

Live Scan vs. Hard-Card Fingerprinting

Clarify the basic difference between electronic Live Scan and printed fingerprint cards, and encourage readers to confirm the accepted format with the receiving agency.

A Practical Fingerprinting-Visit Checklist

Offer evergreen preparation steps: confirm agency instructions, bring agency-specified identification and paperwork, and verify the service type and office before travel.

Walk-In, Appointment, Mobile, and Group Options

Explain the firm's published walk-in and mobile/group options while directing readers to call for current availability, rates, and group logistics.

After Your Prints Are Submitted

Describe sensible next steps: keep transaction information if given, use the requesting agency's status process, and recognize that agencies control processing and eligibility decisions.

2.1 Published services or program areas to confirm

Use this list as a conversation guide. Availability, eligibility, scope, pricing, and location details can change.

- FDLE Live Scan and Level 2 fingerprint-based background screenings for employer- or agency-directed applicants, subject to the firm's published exceptions and the requesting agency's requirements.
- Mobile Live Scan fingerprinting, including on-location and group services for an additional fee.
- Hard-card fingerprinting, including FBI FD-258 capture or transfer to a requested hard card, plus stated electronic hard-card transmittals to FDLE.
- Private investigative services, including confidential background-information gathering for personal or business purposes.
- Investigation support the firm describes as surveillance, subpoena service, legal testimony, and written, video, or photographic reports for criminal or civil case preparation.
- Insurance-claim and workers' compensation-claim investigations.

Topics I want to discuss

3 Questions to bring with you

- ☐ Which screening type, ORI, form, and fingerprint format did the requesting organization specify?
- ☐ Which office provides the needed service, and is walk-in or appointment service currently available?
- ☐ What identification and original forms should I bring?
- ☐ Are mobile, group, or hard-card options appropriate for the instructions I received?
- ☐ What current pricing, office hours, and payment methods should I confirm?
- ☐ After submission, which receipt or transaction information should I keep and where should I check status?

My priority question:

Conversation notes:

3.1 Contact and verify current information

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Operational details were reviewed in September 2026. Confirm current information before relying on it.

- Official home page — services, office information, service area, stated vendor status, and experience claims
- Official About page — 2016 opening, Sanford expansion, published Level 2 exceptions, mobile and hard-card details
- Official fingerprinting services page — walk-in, mobile, investigation, and notary offerings

Important notice. General preparation information only. The requesting employer, board, school, regulator, or agency controls the required screening type, ORI, identification, forms, submission process, and eligibility decisions. Confirm current instructions, pricing, office availability, and processing expectations.