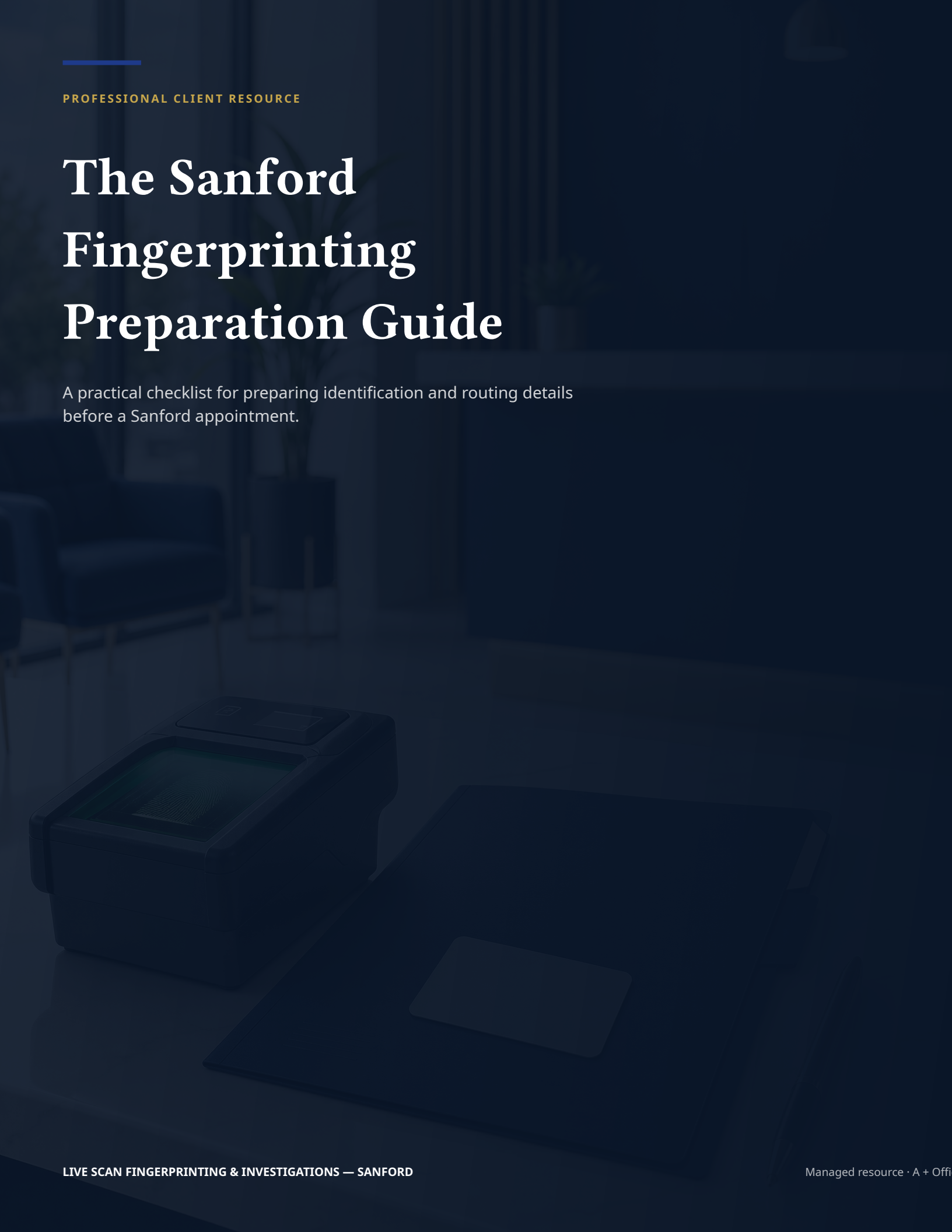
PROFESSIONAL CLIENT RESOURCE

The Sanford Fingerprinting Preparation Guide

A practical checklist for preparing identification and routing details before a Sanford appointment.



1

Confirm the requesting agency

Fingerprint submissions are directed by the employer, licensing body, or other agency requesting the background check.

> **Consider:** Ask the requesting organization which instructions and identifiers apply to you.

2

Bring current identification

The appointment provider must be able to confirm identity using acceptable, current documentation.

> **Consider:** Review the provider's identification requirements before leaving for the appointment.

3

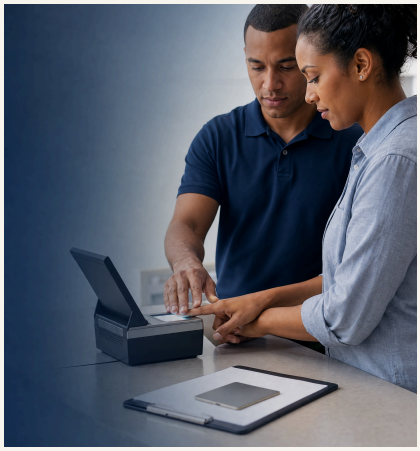
Check your information

Accurate names, identifiers, and agency details help the submission follow the intended route.

> **Consider:** Compare every entered detail with your official documents before approving the submission.

Use the guide as a conversation starter

Write down questions as you review the material. The client or an appropriate qualified professional can confirm what applies to your circumstances.



4

Confirm the Receiving Agency

Record the requesting agency and any routing information it supplied before the appointment.

> **Consider:** Ask the provider which agency details must be available at check-in.

5

Protect Personal Information

Bring sensitive information only through the process requested by the authorized provider.

> **Consider:** Do not send identity documents through unverified links or messages.



Your Practical Checklist

- ☐ Confirm the reason for the background check.
- ☐ Bring current acceptable photo identification.
- ☐ Review spelling and personal details before submission.
- ☐ Obtain the requesting agency's current instructions.
- ☐ Verify the agency identifier or routing information.
- ☐ Keep the appointment receipt and agency instructions.

> **Notice** what changed or needs clarification.

> **Organize** the records connected to each question.

> **Confirm** current requirements with the right professional.

Questions and notes

Record dates, records, and details to confirm during the next conversation.

YOUR NEXT STEP

Ready to discuss the next step?

Use the secure Live Scan Fingerprinting & Investigations — Sanford funnel to request information. The client will confirm services, availability, and situation-specific requirements directly.

Open the secure client funnel →

Bring useful questions

01 Organize the records you already have.
02 Note what you want the client to clarify.
03 Confirm current requirements before acting.

This guide is provided for general informational purposes only and does not constitute legal or official agency advice. Background check requirements, processing times, and acceptable documentation vary by requesting agency and purpose. Please verify specific requirements with your employer, licensing board, or requesting agency prior to your appointment.

