

ONLINE CONCEALED WEAPON OR FIREARM LICENSE APPLICATION FINGERPRINT SUBMISSION INSTRUCTIONS

1. If you are a Florida Resident, you may submit electronic fingerprints.
2. All of the Division of Licensing's Regional Offices, most county sheriffs offices, and even some local police departments throughout the state of Florida provide electronic fingerprinting services. Electronic fingerprint services are currently not available at tax collector's offices.
3. There may be a service charge in addition to the fingerprint fee associated with the fingerprint service provided.
4. If you are not a Florida Resident, you **must mail a fingerprint card** to the Division of Licensing.

Electronic Fingerprint Instructions for Florida Residents:

1. **Your fingerprints must be taken by a Division of Licensing Regional Office or Law Enforcement Agency.**
2. Fingerprint services are provided on a walk-in basis at the Division of Licensing's Regional Offices. If you are having your fingerprints taken at a law enforcement office, we suggest you call in advance to confirm office hours and availability.
3. Electronic fingerprint submissions reduce the time it takes to receive required criminal history background results.
4. Detailed Electronic Fingerprint Instructions are provided on page two of this document.
5. If electronic fingerprint services are not available in your area, you may request a fingerprint card on our website at <https://licensing.freshfromflorida.com/forms/FormsRequest790.aspx>

Fingerprint Card Instructions for All Out-of-State Residents and Florida Residents for whom electronic fingerprint services are not available:

1. **Your fingerprints must be taken by a Law Enforcement Agency.**
2. You must submit a complete and legible set of fingerprints on an **original Fingerprint Card**.
3. Fingerprint cards may be requested on our website at <https://licensing.freshfromflorida.com/forms/FormsRequest790.aspx>.
4. Electronic copies of fingerprints will not be accepted from out-of-state applicants.
5. Detailed Fingerprint Card Submission Instructions are provided on page three of this document.
6. Your fingerprint card **will not be processed if:**
 - a. The required information is not contained within the designated blocks.
 - b. A highlighter is used.
 - c. The card has been folded, creased, or damaged.

If you need assistance, please call our Public Inquiry Center: (850) 245-5691

The instructions for submitting your fingerprints electronically that appear below will apply if you are having your fingerprints taken at one of the Division of Licensing's Regional Offices, a county sheriffs' office or local police department in Florida that offers electronic fingerprinting services.

ELECTRONIC FINGERPRINT SUBMISSION INSTRUCTIONS

Your online Concealed Weapon or Firearm License Application is not complete until your fingerprints have been submitted. An electronic fingerprint submission will reduce the time it takes for law enforcement authorities to complete the required criminal history background check and to return the results of that background check to us.

All of the Division of Licensing's Regional Offices, most county sheriffs' offices, and some local police departments throughout Florida provide electronic fingerprint scanning. Division of Licensing's Regional Offices provide electronic fingerprint services on a walk-in basis. If having your fingerprints taken at a law enforcement agency, we suggest that you call in advance to confirm cost, office hours and availability.

It's really very simple. A fingerprint technician will create a digital image of your prints using a fingerprint-scanning device. After your fingerprints have been scanned, you will be given a receipt. Some offices will also give you a photocopy of the scan. **KEEP THESE DOCUMENTS; YOU WILL NEED THEM LATER.**

Regional Office:

The cost of the fingerprint scanning service at one of the Division of Licensing's Regional Offices is \$42 and must be paid by check or money order. Regional office staff will scan your fingerprints, collect payment, and your application will be complete.

Law Enforcement Agency:

The cost of the fingerprint scanning service may fluctuate; and you should be aware that law enforcement agencies might also charge a nominal service fee. There are two options for paying for the electronic scan:

- Some offices can accept payment by check, cash, credit card, or money order at the time you have your fingerprints scanned.
- If your law enforcement office cannot accept payment, you will need to submit payment using a secure Internet system called the Civil Workflow Control System (CWCS) developed by the Florida Department of Law Enforcement (FDLE). You can get to this site using this link: <https://caps.fdle.state.fl.us>. You will need your credit card and the receipt given to you by the fingerprint technician at the sheriff's office. This receipt will include a **Transaction Control Number** (a number that will begin with 70SX followed by 16 digits) and your name. Follow the instructions on the CWCS web site very carefully. **TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS THEY APPEAR ON THE RECEIPT.** At the conclusion of your online transaction, **print a copy of the CWCS receipt screen.**

NOTE: You must submit your payment via CWCS WITHIN 30 DAYS of having your fingerprints scanned or your electronic response will be deleted from the CWCS database. If you do not submit payment within 30 days, you will need to go back to the same law enforcement office to have your prints scanned again. You will then have another 30 days in which to remit payment.

After you have paid for your electronic fingerprint submission, the Division of Licensing will proceed with processing your application. **IMPORTANT: PLEASE COMPLETE THE FINGERPRINT PROCESS WITHIN 90 DAYS OF SUBMISSION OF YOUR APPLICATION TO AVOID INCONVENIENCE AND ADDITIONAL EXPENSE.**

Law enforcement authorities occasionally find that fingerprints are insufficiently legible to complete a background check. When this happens, the law requires us to ask the applicant to submit a second set of fingerprints. We will send you a letter informing you of the fingerprint rejection and provide you with instructions for having your fingerprints taken again.

IT IS IMPORTANT that you complete your fingerprint submissions to us in a timely manner in order to avoid additional inconvenience and expense. If we have to request a second fingerprint submission from you and we do not receive that second fingerprint submission within 180 days of your first submission, we will have no alternative but to require you to have your fingerprints scanned again AND to remit an additional fingerprint processing fee.

Electronic copies of fingerprints will not be accepted from out-of-state applicants. **Your fingerprints must be taken by a LAW ENFORCEMENT AGENCY.** There may be a charge associated with the fingerprint service provided. Your fingerprint card will not be processed if: (1) the required information is not contained within the designated blocks; (2) a highlighter is used; (3) the card has been folded, creased, or damaged.

You may request a fingerprint card online at:

<https://licensing.freshfromflorida.com/forms/FormsRequest790.aspx>, or you may call at (850) 245-5691.

FINGERPRINT CARD SUBMISSION INSTRUCTIONS

Read and follow these instructions carefully:

- Fingers should be washed and dried thoroughly prior to prints being taken.
- Fingerprints must be rolled using black printer's ink.
- The information you provide on the card **MUST BE TYPED** or **PRINTED IN BLACK INK**. However, please note that some spaces at the top of the fingerprint card should be left blank.
- **DO NOT SIGN** the fingerprint card until you are in the presence of the person who will take your fingerprints. Your signature and the name on your application and fingerprint card should match.
 1. **NAM** – Full name in following order LAST, FIRST, MIDDLE. Initials are not acceptable. If you have no middle name, enter NMN for MIDDLE.
 2. **RESIDENCE OF PERSON FINGERPRINTED** - Your **RESIDENCE** address.
 3. **EMPLOYER AND ADDRESS** – Leave this space blank. The name and address of the law enforcement agency performing the fingerprinting service MUST appear on the back of the card in the blank area in the upper right corner.
 4. **ALIASES AKA** – If you are known, or have been known, by any other name (nickname, married name, maiden name, alias, fictitious name, etc.), list those name(s) here. Include with your renewal application copies of any legal documents that reflect a change of name (marriage certificates, divorce decrees, court affidavits effecting a legal name change, etc.). **NOTE:** Failure to provide a list of your other names or to furnish documentation pertaining to a legal name change will result in delays in the processing of your application.
 5. **CITIZENSHIP CTZ** – Enter the country of which you are a citizen (U.S., Cuba, Canada, etc.)
 6. **ARMED FORCES NO. MNU** – Enter your military service number if you have one.
 7. **SOCIAL SECURITY NO. SOC** – Section 119.071(5)(a) 2, Florida Statutes, authorizes the Department of Agriculture and Consumer Services, Division of Licensing, to obtain social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of Licensing for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division.
 8. **HGT** (height) - Use feet and inches (example: for 5'11" enter 511)
 9. **DATE OF BIRTH DOB** (mmddyy); **PLACE OF BIRTH POB**, **WGT** (weight) – Enter required information.
 10. You are not required to complete YOUR NO **OCA** or FBI NO **FBI** or MISCELLANEOUS NO **MNU**.
 11. **SEX**, **RACE**, **EYES**, and **HAIR** - FBI codes are shown below. Use appropriate code for each required area on the card.

Mail the completed, original fingerprint card with a check or money order in the amount of \$42 to:

Florida Department of Agriculture and Consumer Services
 Division of Licensing
 Post Office Box 6687
 Tallahassee, FL 32314-6687

SEX	RACE		EYE COLOR		HAIR COLOR	
M = Male F = Female	W = White B = Black I = American Indian or Alaskan Native	A = Asian or Oriental U = Other or Unknown	BLK = Black BLU = Blue BRO = Brown	GRY = Gray GRN = Green HAZ = Hazel	BLK = Black BRO = Brown GRY = Gray RED = Red	WHI = White BAL = Bald BLN = Blonde