



## Commonwealth of Kentucky Public Protection Cabinet

Andy Beshear, Governor

Kerry B. Harvey, Secretary

### Information about Improvements to Background Checks

*Pursuant to KRS 238.525(3), the criminal history background check shall apply to the chief executive officer, chief financial officer or director of an applicant; any employee or member of an applicant who has been designated as chairperson of the charitable gaming activity; the applicant itself; and any individual with a ten percent (10%) or more financial interest in the applicant. The department shall require the fingerprinting of all applicants for licensure under KRS 238.530 and 238.555 and may require, if deemed reasonably necessary, the fingerprints of all applicants for licensure under KRS 238.535, who are natural persons in connection with the national criminal history background check to assure the identity of the applicant or applicants.*

IDEMIA is the new statewide vendor for fingerprint services within the Commonwealth of Kentucky and is pleased to introduce their Universal Enrollment Platform (UEP).

Here are a few of the exciting changes:

- *An applicant enrollment website, where applicants can
  - o *Easily schedule appointments at convenient Identigo locations*
  - o *Receive automatic notifications and check status of your fingerprint submissions*
  - o *Access from your mobile device**
- *A consistent applicant experience, designed specifically for fast processing
  - o *Standard Location Signage, Branding, and Days/Hours of Operation*
  - o *Enrollment times average 5 minutes*
  - o *Improved fingerprint quality capture, resulting in fewer reprints**
- *Specific identification requirements, including photo capture*
- *Multiple payment options, including Certified/Business Checks, Money orders, credit cards and coupon codes for State and local government agencies*
- *Agencies and Authorized Users can access results through the web-based FlexCheck portal*

The Department of Charitable Gaming will be stepping back from handling all of the background check submissions once this new service is implemented. Some of the program specifics regarding Applicant Pre-Enrollment, Non-Resident Registration, and the Livescan Enrollment Process are:

#### **Applicant Pre-Enrollment:**

All applicants who will complete the livescan printing will need to pre-register via the UEP website using simply the Service Codes (this will be provided to you by the

Department at a later date). The website will collect all necessary personal data for scheduling the appointment at one of the many IdentoGO® centers throughout the Commonwealth utilizing an easy to use search tool. Once complete with the registration, the applicant will be provided a Service Summary detailing their appointment along with what they will need to bring to the location. For applicants that provide an e-mail address as their method of contact, this information is also e-mailed to the specified e-mail address. All applicants are required to pre-enroll and schedule an appointment.

**Non-Resident Registration:**

Applicants outside of Kentucky have two options for completing their enrollment:

- Send in hard cards to the Cardscan Conversion facility. Instructions are provided to the applicant on how to send these in once complete with the registration.
- Having enrollment completed at one of 500+ nationwide UEP enrollment centers outside of Kentucky using the same pre-enrollment process they would use to register within the Commonwealth. Utilizing an Out of State facility improves the fingerprint quality and is more secure due to the same ID documents being required at an in-state enrollment site. It also makes the process much more streamlined when compared to completing hard cards, mailing them in and waiting for them to be processed.

**Livescan Enrollment Process:**

All enrollment centers across the Commonwealth will have the same workstation installed, including a fingerprint scanner, identification document authenticator, camera, check scanner, signature capture pad, and credit card reader. Once registration is complete and the applicant arrives to the site for an appointment at an IdentoGO® center, they will verify their identity and provide their birthday for security to enter the enrollment process. The workstation will prompt for confirmation of what they are enrolling for, confirm biographic and personal data, and require a valid ID document be scanned. When complete with the fingerprint capture and payment collection is complete, the applicant will sign to confirm they have completed the enrollment, and a receipt is auto-printed with details regarding their enrollment.

Please note that all applicants will be utilizing the UEP registration process for submission of fingerprints. This includes all applicants using either livescan in the IdentoGo Enrollment Centers or hard cards through our Cardscan office. Once IDEMIA begins accepting applicants with the new solution, the Department of Charitable Gaming will no longer be accepting hard card submissions for processing. All submissions will follow the below pricing structure.

Services to be printed	State Fee	FBI Fee	IDEMIA Fee	Total
State and FBI	\$20.00	\$13.25	\$18.00	<b>\$51.25</b>
State and FBI (Volunteer Rate)	\$20.00	\$11.25	\$18.00	<b>\$49.25</b>
FBI Only	\$0.00	\$13.25	\$18.00	<b>\$31.25</b>
FBI Only (Volunteer Rate)	\$0.00	\$11.25	\$18.00	<b>\$29.25</b>
State Only	\$20.00	\$0.00	\$18.00	<b>\$38.00</b>
Criminal Justice Rate	\$0.00	\$0.00	\$18.00	<b>\$18.00</b>

Watch for more notifications from the Department in the upcoming weeks. You can also go to the Kentucky State Police website for updates at <http://kentuckystatepolice.org/background-changes>.