

Your transaction control number is TCN# 70SX \_\_\_\_\_.

**FINGERPRINT INFORMATION**  
**FOR GUARDIANSHIP PETITIONERS**

Guardians are required to have fingerprints submitted for a level 2 background screening, F. S. 744.3135(1), which must be submitted electronically. The initial cost must be borne by the guardianship petitioner.

To get your fingerprints submitted electronically:

1. Visit the Okaloosa County Sheriff's Office

50 – 2<sup>nd</sup> Street  
Shalimar, FL 32579  
(850) 651-7410  
(M-F 7:30 -4:30)

197 E. James Lee Blvd.  
Crestview, FL 32539  
(850)689-5650  
(BY APPOINTMENT ONLY)

2. Bring this information sheet with you to the Okaloosa County Sheriff's Office.
3. Bring your picture ID – a driver's license is preferred. You will not be able to submit your fingerprints without a government issued picture ID.
4. The Sheriff's Office will use the Originating Agency Identification (ORI) Number FL 923970Z to insure that FDLE returns the electronic report to the Okaloosa County Clerk's Office.
5. The Sheriff's Office will record the transaction control number (TCN) on this form to be used in the payment process in number 6. Keep this for your records.
6. The FDLE payment of \$40.50 (\$24.00 FDLE and \$16.50 FBI) must be made online at <https://caps.fdle.state.fl.us/caps/app/start> . You must pay by credit card after your fingerprints are taken or the report will NOT be sent to our office.

At the website following the prompt: ⇒ To Provide payment Information, Click Here ⇐ and enter the requested information.

- a. The TRANSACTION CONTROL NUMBER (TCN), which is at the top of this information sheet.
  - b. Enter your name Exactly as Formatted in the livescan submission. For example: ALL caps, LAST name first, COMMA space, FIRST NAME space, and any MIDDLE INITIAL OR MIDDLE NAME. DO NOT add any HYPHENS, JR, SR, I, II, III etc.
  - c. Enter your credit card and personal information.
  - d. Submit the payment transaction.
7. The agencies conducting the fingerprint checks will send the results directly to the Okaloosa County Clerk of Court after payment is received. **DO NOT FILE YOUR FINGERPRINT CARD.**
  8. If you have questions about the electronic fingerprint submission, you may contact FDLE's E-Government Criminal History Services Section at (850) 410-8161.