DUAL SUBMISSION INSTRUCTIONS

You can submit additional fingerprint submissions using the same information **ONLY** if all the submissions are of the same "Type of Transaction" (NFUF, State Only, or FBI Only). You can not change the type of transaction, and this can only be done at the same time of service (once customer leaves you can not re-submit for additional submissions).

The below steps are for additional submissions for the most common MSP submissions but can be used for other types.

1. Process the customer as normal for the 1st submission that they are requesting.

2. Once the 1st submission is completed (and transmitted), open the transmission manager and look at the "submissions" tab to make sure the current submission is transmitted.

3. Once you verify that the previous submission is transmitted, go back to the crossmatch software and click on the "History" tab on the top.

4. Find the customer's name (should be on top) and double click on the name to open the file back up.

5. If the 1st submission is transmitted successfully, you should get a message that says "This document has been previously submitted. Do you want to prepare it for resubmission at this time". You will click "YES". (If it does not show this message, the submission was not transmitted yet and you need to "x" out of the submission and wait a little longer and try again.

6. Once you can see that above message and you click yes, it will give you another message that says "Should LSMS generate a new CJIS number". You will click "YES" to this question.

7. When the file opens back up, it will be on the Transaction Page (with the transaction information). You will need to change this page to match the information for the 2nd submission. (see below for common MSP submissions)

	Handgun Permit	**HQL License**
Reason Fingerprinted:	Handgun Permit	Maryland Dept of State Police
ORI # (both areas):	MDMSP6000	MD920511Z

8. Once you change the 1st page, you need to go to the "Payment Information" page and change the Authorization Number to the 2nd submission. (see below for common MSP submissions)

	Handgun Permit	**HQL License**
Authorization Number:	9400082484	1300004845

9. Once this is completed all you must do is Lock, Print, and transmit the submission.