



## Misc Fingerprint Information

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## LIVESCAN TRANSACTION TYPES

### **MAP** - Used only for Criminal Justice Applications

**DO NOT** use unless you contact supervisor first for permission prior to using this type of check. *(For Police Officers, Correction Officers, Fingerprinting Technicians, and other Criminal Justice Employment)*

### **NFUF** - Used for State and FBI Background Checks

You must have a valid ORI and Authorization Number to use this type of check, customer must provide the appropriate numbers. *(The ORI and Authorization numbers are either in our reference guide or the customer must provide the numbers before this type of check can be done, The ORI number can be any number starting with "MD", except the number used for the State Only checks)*

### **STATE ONLY** - Used for State Only Background Checks

The only ORI number allowed with this type of transaction is "MD003105Y", all other ORI numbers must be put under one of the other types of Transactions. *(This type of check is the only type of check that a customer can do without an ORI or Authorization number. That type would fall under an individual review only.)*

**ORI #: MD003105Y = STATE ONLY CHECK**

### **FBI ONLY** - Used for FBI Only Background Checks

This type of check is used primarily for Maryland State Police Licensing and very few other types of checks. Contact Supervisor first before using this check for anything other than **MSP Licensing**. *(The ORI and Authorization numbers are either in our reference guide or the customer must provide the numbers before this type of check can be done, The ORI number can be any number starting with "MD", except the number used for the State Only checks)*

## REPRINT INSTRUCTIONS

### **MUST HAVE REPRINT LETTER FROM THE FBI**

(We can not reprint without this form - we need to keep a copy of that form and their drivers license - **THERE IS NO CHARGE FOR REPRINTS**)

FIND APPLICANT IN HISTORY (SEARCH BY NAME)

DOUBLE CLICK THE NAME TO OPEN THE FILE, IT WILL PROMPT YOU THAT **"THIS DOCUMENT HAS BEEN PREVIOUSLY SUBMITTED. DO YOU WANT TO PREPARE IT FOR RESUBMISSION AT THIS TIME":** **CLICK YES**

THEN IT WILL ASK YOU **"SHOULD LSMS GENERATE A NEW CJIS NUMBER":**  
**CLICK NO**

WHEN THE FILE OPENS UP AND YOU ARE ON THE TRANSACTION PAGE,

GO TO THE BOTTOM OF THE PAGE AND ENTER IN THE TRACKING NUMBER FROM THE BOTTOM RIGHT OF THE FBI REJECTION LETTER.

GO TO THE TOP OF THE PAGE (THE BLANK ABOVE THE DATE - TRANSACTION CONTROL REFERENCE).

ENTER THE TRANSACTION CONTROL NUMBER FROM THE FBI REJECTION LETTER (**IT'S THE LONG NUMBER STARTING WITH "E"**).

GO TO THE PAYMENT SECTION AND **ZERO "0"** OUT THE COST, AND CHANGE THE PAYMENT TYPE TO **"REPRINT"**

GO TO THE FINGERPRINT CAPTURE SCREEN AND CLICK ON **"LEFT HAND FLAT"** AND IT WILL SAY **"DEPENDANT PRINTS WILL BE ERASED"** **CLICK YES.**

FINGERPRINT LEFT HAND FLAT.

DO THE SAME FOR ALL THE OTHER FLATS, AND THEN FINGERPRINT AS NORMAL.

ONCE FINGERPRINTING IS DONE, LOCK RECORD, PRINT RECIEPT, AND TRANSMIT RECORD.

## 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.

Process the customer as normal for the 1<sup>st</sup> submission that they are requesting.

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

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

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

If the 1<sup>st</sup> 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.

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.

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 2<sup>nd</sup> submission. (see below for common MSP submissions)

	<b><u>Handgun Permit</u></b>	<b><u>HQL License</u></b>
Reason Fingerprinted:	Handgun Permit	Maryland Dept of State Police
ORI # (both areas):	MDMSP6000	MD920511Z

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

	<b><u>Handgun Permit</u></b>	<b><u>HQL License</u></b>
Authorization Number:	9400082484	1300004845

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

**PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE**  
*(UNITED STATES OF AMERICA)*

<b>Alabama</b>	AL	<b>Montana</b>	MT
<b>Alaska</b>	AK	<b>Nebraska</b>	NB
<b>Arizona</b>	AZ	<b>Nevada</b>	NV
<b>Arkansas</b>	AR	<b>New Hampshire</b>	NH
<b>California</b>	CA	<b>New Jersey</b>	NJ
<b>Colorado</b>	CO	<b>New York</b>	NY
<b>Connecticut</b>	CT	<b>North Carolina</b>	NC
<b>Delaware</b>	DE	<b>North Dakota</b>	ND
<b>District of Columbia</b>	DC	<b>Ohio</b>	OH
<b>Florida</b>	FL	<b>Oklahoma</b>	OK
<b>Georgia</b>	GA	<b>Oregon</b>	OR
<b>Hawaii</b>	HI	<b>Pennsylvania</b>	PA
<b>Idaho</b>	ID	<b>Rhode Island</b>	RI
<b>Illinois</b>	IL	<b>South Carolina</b>	SC
<b>Indiana</b>	IN	<b>South Dakota</b>	SD
<b>Iowa</b>	IA	<b>Tennessee</b>	TN
<b>Kansas</b>	KS	<b>Texas</b>	TX
<b>Kentucky</b>	KY	<b>Utah</b>	UT
<b>Louisiana</b>	LA	<b>Vermont</b>	VT
<b>Maine</b>	ME	<b>Virginia</b>	VA
<b>Maryland</b>	MD	<b>Washington</b>	WA
<b>Massachusetts</b>	MA	<b>West Virginia</b>	WV
<b>Michigan</b>	MI	<b>Wisconsin</b>	WI
<b>Minnesota</b>	MN	<b>Wyoming</b>	WY
<b>Mississippi</b>	MS		
<b>Missouri</b>	MO		

**PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE**  
**(US TERRITORIAL POSSESSIONS)**

<b>America Samoa (Islands)</b>	AM	<b>Mariana Islands</b>	MK
<b>Baker Island</b>	BK	<b>Marshall Islands</b>	MH
<b>Canal Zone</b>	CZ	<b>Midway Islands</b>	MW
<b>Caroline Islands</b>	CG	<b>Navassa Island</b>	VL
<b>Guam</b>	GM	<b>Palmyra Atoll</b>	PL
<b>Howland Islands</b>	HO	<b>Puerto Rico</b>	PR
<b>Jarvis Island</b>	JR	<b>US Virgin Islands</b>	VI
<b>Johnston Island</b>	JI	<b>Wake Island</b>	WK
<b>Kingman Reef</b>	KI		

**(FOREIGN COUNTRIES)**

<b>Afghanistan</b>	AF	<b>Azerbaijan</b>	AV
<b>Albania</b>	AA	<b>Azores Islands</b>	AQ
<b>Algeria</b>	AN	<b>Bahamas</b>	BD
<b>Andorra</b>	AD	<b>Bahrain/Bahrein</b>	BE
<b>Angola</b>	AO	<b>Balearic Islands</b>	BW
<b>Anguilla</b>	AE	<b>Bangladesh</b>	BL
<b>Antigua and Barbuda</b> <i>(formerly Antigua)</i>	AI	<b>Barbados</b>	BB
<b>Argentina</b>	AT	<b>Barbuda and Antigua</b> <i>(formerly Antigua)</i>	AI
<b>Armenia</b>	AP	<b>Bassa Da India</b> <i>(French Possession)</i>	BF
<b>Aruba</b> <i>(now independent of Netherlands Antilles)</i>	AJ	<b>Belgium</b>	BG
<b>Ashmore and Cartier Islands</b>	AH	<b>Belize</b> <i>(Formerly British Honduras)</i>	BH
<b>Australia</b>	AS	<b>Benin</b> <i>(formerly Dahomey)</i>	DH
<b>Austria</b>	AU	<b>Bermuda</b>	BM

## PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE

### (FOREIGN COUNTRIES)

<b>Bhutan</b>	BN	<b>Chile</b>	CQ
<b>Bolivia</b>	BV	<b>China</b> ( <i>People's Republic of China</i> )	RC
<b>Bonaire</b> ( <i>Netherlands Antilles</i> )	NX	<b>Christmas Island</b>	HR
<b>Botswana</b>	BT	<b>Clipperton Island</b>	DB
<b>Bouvet Islands</b> ( <i>Norwegian Territory</i> )	BQ	<i>(Australian Dependency)</i>	
<b>Brazil</b>	BZ	<b>Cocos (Keeling) Islands</b>	DD
<b>British Honduras</b> ( <i>now Belize</i> )	BH	<i>(Australian Dependency)</i>	
<b>British Indian Ocean Territory</b>	BO	<b>Colombia</b>	CB
<b>British Solomon Island</b> ( <i>now Solomon Island</i> )	BS	<b>Comoros</b> ( <i>or Comoros Islands</i> )	DG
<b>British Virgin Islands</b>	VB	<b>Congo</b> ( <i>Republic of Congo, Brazzaville</i> )	RB
<b>Brunei</b>	UB	<b>Congo Kinshasa</b> ( <i>Now Zaire</i> )	ZR
<b>Bulgaria</b>	BU	<b>Coral Sea Islands</b>	DJ
<b>Burkina Faso</b> ( <i>known as Burkina, formerly Upper Volta</i> )	UV	<i>(Australian Territory)</i>	
<b>Burma</b>	BR	<b>Costa Rica</b>	CR
<b>Burundi</b>	BI	<b>Cook Islands</b>	DI
<b>Byelarus</b> ( <i>Belarus</i> )	BY	<b>Cuba</b>	CC
<b>Cambodia</b> ( <i>formerly Khmer Republic &amp; Kampuchea</i> )	CJ	<b>Curacao</b> ( <i>Netherlands Antilles</i> )	NX
<b>Cameroon</b>	CM	<b>Cyprus</b>	CS
<b>Canada</b>	CD	<b>Czechoslovakia</b>	CK
<b>Canary Islands</b>	ZI	<b>Dahomey</b> ( <i>now Benin</i> )	DH
<b>Cape Verde Islands</b>	CV	<b>Denmark</b>	DK
<b>Cayman Islands</b>	CP	<b>Djibouti</b>	DN
<b>Central African Republic</b>	CW	<b>Dominica</b>	DM
<b>Ceylon</b> ( <i>now Sri Lanka</i> )	CY	<b>Dominican Republic</b>	DR
<b>Chad</b>	CF	<b>Ecuador</b>	EU
		<b>Egypt</b> ( <i>formerly United Arab Republic</i> )	EY
		<b>El Salvador</b>	EL
		<b>Ellice-Gilbert Islands</b> ( <i>now Tuvalu</i> )	TV

## PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE

### (FOREIGN COUNTRIES)

<b>Gilbert Islands</b> ( <i>now Kiribati</i> )	KB	<b>Guatemala</b>	GT
<b>England</b>	EN	<b>Guernsey</b>	GF
<b>Equatorial Guinea</b>	EK	<b>Guinea</b>	FG
<b>Estonia</b>	ES	<b>Guinea-Bissau</b> ( <i>formerly Portuguese Guinea</i> )	PG
<b>Ethiopia</b>	EO	<b>Guyana</b>	GY
<b>Europa Island</b> ( <i>French Possession</i> )	ER	<b>Haiti</b>	HT
<b>Falkland Islands</b>	FA	<b>Heard &amp; McDonald Island</b>	HE
<b>Faroe Islands</b>	FO	<b>Holland</b> ( <i>Netherlands</i> )	NE
<b>Federated States of Micronesia</b>	FS	<b>Honduras</b>	HD
<b>Fiji</b>	FJ	<b>Hong Kong</b>	HK
<b>Finland</b>	FD	<b>Hungary</b>	HU
<b>France</b>	FN	<b>Iceland</b>	IC
<b>French Guiana</b>	FG	<b>India</b>	II
<b>French Polynesia</b>	FP	<b>Indonesia</b> ( <i>now Portuguese Timor</i> )	IO
<b>Gabon</b>	GB	<b>Iran</b>	IR
<b>Gambia</b>	GK	<b>Iraq</b>	IQ
<b>Gaza</b>	GZ	<b>Ireland (not Northern Ireland)</b>	IE
<b>Georgia</b>	GD	<b>Isle of Man</b>	IB
<b>Germany</b>	GE	<b>Israel</b>	IS
<b>Ghana</b>	GG	<b>Italy</b> ( <i>includes Sicily and Sardinia</i> )	IT
<b>Gibraltar</b>	RG	<b>Ivory Coast</b>	IY
<b>Glorioso Islands</b> ( <i>French Possession</i> )	GO	<b>Jamaica</b>	JM
<b>Greece</b>	GC	<b>Jan Mayen</b>	JN
<b>Greenland</b>	GN	<b>Japan</b>	JA
<b>Grenada</b>	GJ	<b>Jersey</b>	JE
<b>Guadeloupe</b>	GP	<b>Jordan</b>	JO



## PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE

### (FOREIGN COUNTRIES)

<b>Juan do Nova Island</b>	JU	<b>Malaysia</b>	MZ
<b>Kampuchea</b> ( <i>now Cambodia</i> )	CJ	<b>Maldives</b>	MV
<b>Kazakhstan</b>	KT	<b>Mali</b>	ML
<b>Keeling/Cocos Islands</b> ( <i>Australian Dependency</i> )	DD	<b>Malta</b>	MY
<b>Kenya</b>	KE	<b>Manahiki Island</b>	KH
<b>Khmer Republic</b> ( <i>now Cambodia</i> )	CJ	<b>Martinique</b>	ZB
<b>Kiribati</b> ( <i>formerly Gilbert Island</i> )	KB	<b>Mauritania</b>	MU
<b>Korea (North)</b>	KN	<b>Mauritius</b>	UM
<b>Korea (South)</b>	KO	<b>McDonald &amp; Heard Island</b>	HE
<b>Kuwait</b>	KU	<b>Mexico</b>	MM
<b>Kyrgystan</b>	KZ	<b>Moldova</b>	LD
<b>Labrador</b>	NF	<b>Monaco</b>	MJ
<b>Laos</b>	LS	<b>Mongolia</b>	MG
<b>Latvia</b> ( <i>reference only</i> )	LT	<b>Montserrat</b>	RR
<b>Lebanon</b>	LN	<b>Morocco</b>	MQ
<b>Lesotho</b>	LE	<b>Mozambique</b>	ZO
<b>Liberia</b>	LB	<b>Namibia</b> ( <i>South-West Africa</i> )	SJ
<b>Libya</b>	LY	<b>Nauru</b>	NR
<b>Liechtenstein</b>	LI	<b>Nepal</b>	NP
<b>Luxemburg</b>	LX	<b>Netherlands</b> ( <i>Holland</i> )	NE
<b>Macao</b> ( <i>now spelled Macau</i> )	OC	<b>Netherlands Antilles</b>	NX
<b>Madagascar</b> ( <i>included in Malagasy Republic</i> )	MP	<b>Nevis and Saint Christopher</b> ( <i>Kitts</i> )	TS
<b>Madeira Islands</b>	IM	<b>New Caledonia</b>	NQ
<b>Malagasy Republic</b> ( <i>includes Madagascar</i> )	MP	<b>New Guinea</b> ( <i>now Papa New Guinea</i> )	NO
<b>Malawi</b>	MF	<b>New Hebrides</b> ( <i>now Vanautu</i> )	HN
		<b>New Zealand</b>	NZ

## PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE

### (FOREIGN COUNTRIES)

<b>Nicaragua</b>	NU	<b>Republic of Yemen</b>	RY
<b>Niue</b>	IU	<b>Reunion</b>	RE
<b>Norfolk Island</b>	OF	<b>Rhodesia (now Zimbabwe)</b>	RH
<b>Northern Ireland</b>	NI	<b>Romania/Rumania</b>	RU
<b>Norway</b>	NW	<b>Russia</b>	RA
<b>Niger</b>	NN	<b>Russian Federation</b>	RF
<b>Nigeria</b>	NG	<b>Rwanda</b>	RW
<b>Okinawa</b>	OI	<b>Saint Christopher/Nevis (St Kitts)</b>	TS
<b>Oman</b>	OM	<b>Saint Helena</b>	HS
<b>Pakistan</b>	PK	<b>Saint Lucia</b>	LU
<b>Palau (Republic of)</b>	PD	<b>Saint Pierre and Miguelon</b>	PS
<b>Panama</b>	PM	<b>Saint Vincent and Grenadines</b>	VV
<b>Papua New Guinea (formerly New Guinea)</b>	NO	<b>San Marino</b>	SH
<b>Paraguay</b>	PV	<b>Sao Tome and Principe</b>	TP
<b>Parcel Islands</b>	PF	<b>Sardinia (included in Italy)</b>	IT
<b>People's Republic of China</b>	RC	<b>Saudi Arabia</b>	SB
<b>Peru</b>	PU	<b>Scotland</b>	SS
<b>Philippines</b>	PI	<b>Senegal</b>	SG
<b>Pitcairn Islands</b>	PC	<b>Seychelles</b>	SE
<b>Poland</b>	PO	<b>Sicily (included in Italy)</b>	IT
<b>Polynesia, French</b>	FP	<b>Sierre Leone</b>	SA
<b>Portugal</b>	PT	<b>Sikkim (now included in India)</b>	II
<b>Portuguese Guinea (now Guinea-Bissau)</b>	PG	<b>Singapore</b>	SR
<b>Qatar</b>	QA	<b>Socialist Republic of Vietnam</b>	RV
<b>Republic of Congo - Brazzaville</b>	RB	<b>Solomon Islands</b>	BS
		<b>Somalia</b>	SM

## PLACE OF BIRTH AND COUNTRY OF CITIZENSHIP GUIDE

### (FOREIGN COUNTRIES)

<b>South Africa</b>	SF	<b>Turkey</b>	TY
<b>South-West Africa</b> ( <i>Namibia</i> )	SJ	<b>Turks &amp; Caicos Islands</b> ( <i>British Colony</i> )	TR
<b>Spain</b>	SP	<b>Tuvalu</b> ( <i>formerly Ellice Islands</i> )	TV
<b>Spratly Islands</b>	TE	<b>Uganda</b>	UG
<b>Sri Lanka</b> ( <i>formerly Ceylon</i> )	CY	<b>United Arab Emirates</b> ( <i>formerly Trucial States</i> )	TC
<b>Sudan</b>	SU	<b>United Arab Republic</b> ( <i>now Egypt</i> )	EY
<b>Surinam</b>	ZC	<b>United States of America</b>	US
<b>Svalbard</b>	SV	<b>Upper Volta</b> ( <i>now Burkina Faso</i> )	UV
<b>Swaziland</b>	SW	<b>Uruguay</b>	UY
<b>Sweden</b>	SQ	<b>Vanautu</b> ( <i>formerly New Hebrides</i> )	HN
<b>Switzerland</b>	SZ	<b>Vatican City</b>	VY
<b>Syria</b>	SY	<b>Venezuela</b>	VZ
<b>Taiwan, Republic of China</b>	TW	<b>Vietnam, Socialist Republic of</b>	TV
<b>Tanzania, United Republic of</b>	TZ	<b>Wales</b>	WL
<b>Thailand</b>	TH	<b>Wallis and Futuna</b> ( <i>French Territory</i> )	WF
<b>Togo</b>	TO	<b>West Bank</b>	WB
<b>Tokelau</b>	TK	<b>West Indies</b>	WN
<b>Tonga</b>	TG	<b>Western Sahara</b> ( <i>formerly Spanish Sahara</i> )	RS
<b>Tongareva</b>	TE	<b>Western Samoa</b>	WS
<b>Trinidad &amp; Tobago</b>	TT	<b>Yemen, Republic of</b>	RY
<b>Tromelin Island</b> ( <i>French Possession</i> )	TM	<b>Yugoslovia</b>	YG
<b>Trucial States</b> ( <i>now United Arab Emirates</i> )	TC	<b>Zaire</b>	ZR
<b>Trust Territory of the Pacific Isl</b>	TD	<b>Zambia</b>	ZM
<b>Tuamotu Archipelago</b>	TF	<b>Zimbabwe</b>	RH
<b>Tunisia</b>	TU		