

## **HOW TO FILL OUT THE FINGERPRINT CARD OUT OF STATE LICENSEES**

**Here are the instructions for filling out the fingerprint card**

Here are the next steps in the process:

1. Please reach out to your local police dept or an agency that is able to perform manual ink fingerprinting
2. They will need to use ink to manually affix your prints onto the CJIS card
3. Once the prints are on the card you will need to fill it out completely before mailing to CJIS along with your fee. Here are the steps:
  4. Please be sure to complete all of the demographic sections on the card.
  5. Please be sure to write the Board's CJIS Authorization and ORI numbers on the Card
  6. The Board should have already given the ORI Number and Authorization Number to you
  7. Maryland Board of Examiners in Optometry ORI Number (Federal) **MD920550Z** you do **not need to write MD again, it is already on the card, just the numbers.**
  8. Maryland Board of Examiners in Optometry Authorization Number (State) **2400006840**
  9. Please be sure to indicate the type of background check that you need in the "Request Type" section. You should be getting both State and FBI background Checks.
  10. You do not need to fill out anything in the Rap Back Enrollment Section
  11. Please write the fee information in the payment section (Your check number, (\$30.00)
  12. Please be sure to sign the card, CJIS cannot process it without your original signature.
  13. If the card comes in unsigned it will be returned which will delay the process.
  14. The Background check will not be processed if the appropriate fee has not been received.
  - 15. The fee must be in the form of a personal check or cashier's check from your bank.  
We cannot accept money orders or cash at this time.**
  - 16. Please mail the completed card and fee to the CJIS address listed on the card. (Please Note: you don't have to write anything in the "Mail Reply to" section on the card.)**