Background checks for out-of-state licensees

1. Go to a local law enforcement agency or approved business to have your fingerprints taken on a fingerprint card.

* You will pay for a rolling fee. Fee varies by location.

1. ORI information:

|  |  |  |
| --- | --- | --- |
| **Private Security Guard**  WA920220Z WA DEPT OF LIC – PRIV SEC OLYMPIA, WA | **Private Investigator**  WA920210Z  WA DEPT OF LIC – PRIV DET PROG OLYMPIA, WA | **Bail Bond Recovery Agent** WA920410Z WA DEPT OF LIC – PP OLYMPIA, WA |

* + Please choose the correct ORI information below based on your profession type.
* **DO NOT fold the completed fingerprint card** or your fingerprints will have to be retaken
* If the law enforcement agency is mailing the fingerprint card, give them the address shown in step 4 below.

1. When you have your completed fingerprint card, go to [www.identogo.com](http://www.identogo.com) to continue background check process.
   * On the home page of the IdentoGO website, select Washington in the “Search for Services by State” Drop down list.
   * On the next screen, select “Digital Fingerprinting”.
   * On the next screen, choosethe option that says **“Register for Fingerprint Card Processing Service "**
   * On the screens that follow, provide:
     + Department of Licensing
     + The profession you are applying for.
       - Armed or Unarmed Security Guard
       - Armed or Unarmed Private Investigator
       - Bail Bond Recovery Agent
   * On the screens that follow, provide the requested applicant information, review and accept the information, and enter your payment information.

4.   Once you have completed the above, mail the completed card to:

IDEMIA

Cardscan Department  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027

*Department of Licensing*

*Public Protection Services   
(360) 664-6611*