FULCRUM biometrics
a Fujitsu company

Live Scan System Requirement Considerations Cheatsheet

This guide will help you confidently plan to operate a live scan fingerprinting system. Fulcrum has worked with hundreds of businesses and agencies just like yours and can answer any state regulation or agency submission questions you may have!

Configurations

- At a minimum, all live scan systems require a ten-print fingerprint scanner and a computer. The computer can be either a desktop or laptop form factor.

- Computers can be pre-installed with live scan software.

- Typically, computers doing live scan are completely dedicated to live scan and no other activity.

- If you buy your own computer, make sure that its system configurations match the live scan vendor's system requirements.

Physical Accommodations

- To comfortably take fingerprints on a 10-print scanner, clients will need to stand at a table that is at least 15-20 inches below their shoulder.

- The desk's or counter's surface will need room to accommodate a readable computer monitor, keyboard (or laptop), and a scanner that has a footprint of approximately 6" x 7". Both the operator and the client will need to be able to stand side-by-side.

- Some vendors can provide an all-in-one free-standing cabinet.

- If you need to move your live scan operations between different locations, you will need a portable solution (with hard case and wheels) or multiple systems.

Printer

- Most live scan business is transmitted electronically; however, "hard cards" are still accepted by the FBI, the Bureau of Alcohol, Tobacco, and Firearms (ATF), and some states (there may be other agencies, as well). And most every state accepts the hard cards from out-of-state applicants, even if they don't accept hard cards from within their own state.

- So, with "print-to-card," fingerprinting businesses are able to help customers who are applying for a job or license in another state and customers who want to submit directly to the FBI to learn what may be in their criminal history.

- Additionally, immigration attorneys may now submit an Electronic Department Order (which requires a printed card) to the FBI on behalf of applicants for US citizenship that reduces feedback return from the FBI by weeks!

- Essentially, being print-to-card capable means live scan operators can assist people in speeding up any licensing or application challenge that requires fingerprints as part of the application.

- Acquire a printer that is rated to withstand the volume of printing you expect to do. [Printers do not have to be dedicated to live scan in the same way computers do.]

- Printers are not certified independent of live scan systems. Be sure that your live scan vendor has certified printers with their system—not simply pointed you in the direction of an FBI-certified printer. The latter is a violation of FBI regulations.

- While many states only require the standard FD258 hard card, many states require cards that have customizations to meet that state's requirements. If you are doing "print-to-card," make sure your vendor can print the cards you need.

Additional Equipment

Camera: In some situations, you may need (or want) to add the capability of taking photos. In many cases, a webcam will be adequate.

Signature pad: Some live scan software can capture signatures and print them on hard cards. Currently, most states do not require this functionality (handwritten signatures are still accepted), but it may be an option you want to add.

Broadband: Because you will need to transmit transactions and receive software updates, you'll need the necessary equipment and connections to transmit digital information and data.

Certifications

- The 10-print scanners you purchase must be Appendix F certified by the FBI.

- The FBI certifies complete systems which includes software, not components by themselves.

- The printer must be certified with the software.

- If you are transmitting electronically through your state's AFIS, your vendor's system must be certified by your state.

- Not all states allow private operators to provide live scan services.

- In some states, live scan operators may need to be certified or licensed. Contact your state's Department of Public Safety, State Police, Bureau of Investigation, Department of Justice (DOJ) or Criminal Justice Information Services (CJIS) to understand its certification process, technological requirements, and all the associated costs.

Training

- Two kinds of training will be needed: the basics of rolling fingerprints and use of the software manufacturer's software.

- Rolling fingerprints cannot be done by the client alone. Your software vendor should be able to provide online training for you. Some video is available online. For the best available training, both SIRCHIE (www.SIRCHIE.com) and the FBI offer courses.

- Your software vendor should be able to train you using online tools and the phone.

- Be sure to evaluate any training costs that you may be charged by the vendor and how much time training requires.

Care & Upkeep

- Fingerprint equipment is expensive and sensitive so you will need to learn how to care for your scanner. That being said, it's neither difficult or expensive to care for your machine. Your vendor can teach you how.

- Staying updated with your maintenance and support agreements are critical. Microsoft Windows updates can "break" your application. So, if you are not current on your support plan, you may be required to buy new software.

If you have any questions regarding live scan systems, the Fulcrum Biometrics team is here for you.

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