



HIGHLAND BEACH POLICE DEPARTMENT

Fingerprinting services

The Highland Beach Police Department is a Livescan Service Provider that has been approved by the Florida Department of Law Enforcement to submit their fingerprints to registered requestors through the CAPS System . **The Highland Beach Police Department provides this fingerprinting service for our residents.**

Electronic prints are taken as required. Electronic fingerprints are only taken for Florida Agencies. All electronic fingerprints are processed through FDLE. Manual fingerprints may also be taken and printed on an approved FBI FD-258 fingerprint card for manual submission by you to the requestor. Manual printing will be done on a case-to-case basis at the agency's discretion.

Frequently Asked Questions:

What do I need to bring with me?

All applicants will be required to bring two (2) forms of identification to the electronic fingerprinting site on the day of scheduled fingerprinting. One of the two types of identification must bear your picture and signature such as a driver's license, state identification card or passport. Applicants will not be fingerprinted without proper governmental identification.

Please ensure that the Originating Agency Identification (ORI) number is provided to the technician when you arrive to have your fingerprints taken. If you do not provide an ORI number or if you provide an incorrect ORI number to the technician, your Requesting Agency will not receive your fingerprint results.

The applicant is fully responsible for selecting the provider and ensuring submission of the prints to the department.

What is an ORI number?

ORI stands for On-Record Identification Number and is the ID number given to your fingerprint by the FDLE. It's used to provide information about your identity, background, and criminal record. This is an essential part of the process which helps your fingerprints get registered and apply to background checks to fulfill any requirements needed for licenses.

It may take up to five days for your fingerprint results to be received by the Requestor after they are submitted to the Florida Department of Law Enforcement (FDLE). Please note that the Florida Department of Law Enforcement.

My fingerprints are now done, now what?

The Florida Department of Law Enforcement (FDLE) has developed a new feature that will allow an individual or organization to perform a search to determine the status of an applicant Livescan transaction. The Civil Workflow Control System (CWCS) developed by the Florida Department of Law Enforcement (FDLE). You can get to this site using this link: <https://caps.fdle.state.fl.us>. You will need your credit card and the receipt given to you by the fingerprint technician. This receipt will include a **Transaction Control Number** (a number that will begin with 70SX followed by 16 digits) and your name. Follow the instructions on the CWCS web site very carefully.

TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS THEY APPEAR ON THE RECEIPT.

CWCS Link: <https://caps.fdle.state.fl.us>

NOTE: You must submit your payment via CWCS WITHIN 30 DAYS of having your fingerprints scanned or your electronic response will be deleted from the CWCS database. If you do not submit payment within 30 days, you will need to have your prints scanned again. You will then have another 30 days in which to remit payment.