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## Out of State Fingerprinting Instructions

**When electronic fingerprinting is not available (out of state applicants), the following process must be followed to submit ink fingerprint cards.**

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards. Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
  - a. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6NZ> and then;
  - b. Click "Submit a Fingerprint Card by Mail";
  - c. Complete all required fields on the following page;
  - d. Complete payment screen;
  - e. Print the confirmation document containing a bar code and **complete by signing the waiver and filling in contact information**;
  - f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
2. If you prefer to pre-enroll over the telephone, you must:
  - a. First download the TX Fingerprint Service Code form here:  
[\[https://uenroll.identogo.com/servicecode/11G6NZ\]](https://uenroll.identogo.com/servicecode/11G6NZ);
  - b. Then call 888.467.2080
  - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**11G6NZ**) on the form;
  - d. Inform the MorphoTrust representative that you wish to pre-enroll for a "hard card submission";
  - e. Once payment is complete a summary confirmation document will be emailed to you;
  - f. Print the confirmation document and complete by signing the waiver and filling in contact information;
  - g. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: ORI TX923661Z. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.
  - h. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.
3. You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G6NZ> and then;
  - a. Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.