



## **Universal Enrollment Platform Overview**

### **Kentucky Non-Resident Processing Instructions**

#### **Card Scan and Out-of State Livescan Procedures**

Cardscan processing is available for those applicants residing outside of Kentucky. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete the personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at [UEnroll.identogo.com](http://UEnroll.identogo.com). All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

**Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process for non-resident cardscan. For an alternate process, we also offer out-of-state livescan processing at select locations throughout the United States. Please see Section 2 for further details.**