



## Electronic Fingerprint Procedures for Secondhand Dealer and Secondary Metals Recycler Applicants

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Florida Administrative Code  
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### Background Investigation Requirements

**First-time applicants for a secondhand dealer, mail-in secondhand dealer, or secondary metals recycler** *Certificate of Registration* (Form DR-11S) must undergo a background investigation.

**Each business owner, officer, member, partner, director, and stockholder** with a controlling interest in the company, must submit fingerprints as part of the background investigation process.

**Employees** who have no controlling interest in a secondhand dealer or secondary metals business do NOT have to undergo a background investigation.

Applicants who have a current *Certificate of Registration* (Form DR-11S) may submit registration applications (Form DR-1S) for additional locations without undergoing a new background investigation.

### Application and Fingerprint Procedures for Applicants Located in Florida

1. Visit the Department of Revenue's (DOR) web site at [www.myflorida.com/dor](http://www.myflorida.com/dor) and download a **Registration Application for Secondhand Dealers and/or Secondary Metals Recyclers** (Form DR-1S) for each business location you are registering. The form is located under "Forms and Publications" in the Quick Links section of our website.

Complete Form DR-1S for each location and mail the completed form(s) with a \$6 per location registration fee to:

Account Management - Secondhand Dealer Unit  
Florida Department of Revenue - Mail Stop 1-5730  
5050 W. Tennessee St  
Tallahassee, Florida 32399-0160

Note: A **registration package (GT-200405)** is also available on our website. This package includes a registration application (Form DR-1S), electronic fingerprint procedures, sample transaction forms, and a brochure.

2. You must be registered to collect and pay **Florida sales and use tax** in each county where you have a secondhand dealer or secondary metals recycler business. You must complete a **Florida Business Tax Application** (Form DR-1) before your secondhand dealer/secondary metals recycler application may be processed. Register online for free. If you do not have Internet access, you may complete and mail a paper *Florida Business Tax Application* (Form DR-1), along with the \$5 processing fee.
3. Before or soon after you mail the *Registration Application for Secondhand Dealers and/or Secondary Metals Recyclers* (Form DR-1S) to DOR, arrange to scan your fingerprints using an approved service provider. Visit the Florida Department of Law Enforcement's (FDLE) website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and select "Request a Criminal History." Choose a provider near you from the *Livescan Service Provider List* for onsite fingerprint screening. You are responsible for paying all fees.
4. When you go to be fingerprinted, you must give the service provider the **Department of Revenue's Originating Agency Identification Number (ORI# FL 921650Z)**. If you do not give the correct ORI number when you submit your fingerprints, DOR will not receive your investigation results. Each business owner, officer, member, partner, director, and stockholder with a controlling interest in the company, must submit fingerprints. Applicants must separately register and complete the fingerprint process.

You must bring two forms of identification when you get your fingerprints scanned. One identification must have your picture and signature, such as a driver license, state identification card, or passport. You will also need to provide personal information such as your full name, address, and social security number for the Federal Bureau of Investigation (FBI) to conduct the background investigation.

**The Department will mail you a *Certificate of Registration* (Form DR-11S) after we process your registration application(s) and after FDLE notifies DOR that all background investigation(s) were approved.**

## Rejected (illegible) Fingerprints

If the FBI determines that your fingerprints are not legible, DOR will send a letter or e-mail notifying you that the fingerprint process must be repeated.

**In-state applicants** must go back to the same or a different *Livescan* service provider to rescan their fingerprints. Bring the notification letter or e-mail you received from DOR when you rescan your prints; it includes your unique TCN# (Transaction Control Number) and TCR# (Transaction Control Reference Number). You will repeat the fingerprint scanning process.

**Applicants located outside Florida** must repeat steps 3 and 4 described below. Enclose a copy of the DOR notification letter that includes your TCN# (Transaction Control Number) and TCR# (Transaction Control Reference Number) when you mail your rerolled fingerprint cards to Fieldprint.

**DOR will contact you about conducting a name search** if your fingerprints were rejected twice by the FBI due to poor image quality.

### Application and Fingerprint Procedures for Applicants Located Outside Florida

1. Visit the Department of Revenues (DOR) website at [www.myflorida.com/dor](http://www.myflorida.com/dor) and download a **Registration Application for Secondhand Dealers and/or Secondary Metals Recyclers** (Form DR-1S) for each business location you are registering. The form is located under "Forms and Publications" in the Quick Links section of our website. Complete Form DR-1S for each location and mail the completed form(s) with a \$6 per location registration fee to:

Account Management - Secondhand Dealer Unit  
Florida Department of Revenue – Mail Stop 1-5730  
5050 W Tennessee St  
Tallahassee, Florida 32399-0160

Note: A **registration package (Form GT-200405)** is also available on our website. This package includes a registration application (Form DR-1S), electronic fingerprint procedures, sample transaction forms, and a brochure.

2. You must be registered to collect and pay **Florida sales and use tax** in each county where you have a secondhand dealer or secondary metals recycler business. You must complete a **Florida Business Tax Application** (Form DR-1) before your secondhand dealer/secondary metals recycler application may be processed. Register online for free. If you do not have Internet access you may complete and mail a paper **Florida Business Tax Application** (Form DR-1) along with the \$5 processing fee.
3. You must choose a Livescan Service Provider approved by FDLE. A list of approved service providers is located on FDLE's website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us). Not all livescan service providers are available outside of Florida. One company registered with FDLE that can provide services both within and outside Florida is Fieldprint. If you choose to use Fieldprint, visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and follow the registration instructions. On the "reason why you need to be fingerprinted" screen; select "I know my Fingerprint Code." Enter the account code: **FPDORAcctMgmt**

If you choose Fieldprint and there is no office near you, you will be presented with an option to order paper fingerprint cards. Each business owner, officer, member, partner, director, and stockholder with a controlling interest in the company, must separately register and complete the fingerprint process. Fieldprint will mail you instructions, two paper fingerprint cards, and a preaddressed envelope.

You are responsible for paying all fees.

4. To submit your fingerprints, register with Fieldprint and:
  - Make an appointment to visit one of Fieldprint's offices to scan your fingerprints, or
  - Bring the fingerprint card packet that you received from Fieldprint to a local law enforcement office to get your fingerprints rolled on both fingerprint cards. Mail the two completed fingerprint cards in the preaddressed envelope. Fieldprint will scan the fingerprint cards and send your demographic information, payment, and scanned fingerprints to FDLE.

You must bring two forms of identification when you get your fingerprints scanned or rolled. One identification must have your picture and signature, such as a driver license, state identification card, or passport. You will also need to provide personal information, such as your full name, address, and social security number for the Federal Bureau of Investigation (FBI) to conduct the background investigation.

Contact Fieldprint at 877-614-4364 if you have questions about the fingerprinting process.

**The Department will mail you a Certificate of Registration (Form DR-11) after we process your registration application(s)** and after FDLE notifies DOR that all background investigation(s) were approved.