



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Division of Regulatory Boards
TENNESSEE REAL ESTATE COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2273 Fax 615-741-0313
<http://regboards.tn.gov>

ELECTRONIC FINGERPRINT SUBMISSION ATTENTION ALL APPLICANTS

Real Estate Affiliate Broker, Broker, Timeshare Salesperson and Acquisition Agent

All applicants are requested to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application.

Agency Name: Commerce and Insurance
Applicant Type: Affiliate Broker, Broker, Timeshare Salesperson or Acquisition Agent
Agency OIR#: TN920784Z

Option 1: L-1 Identity Solutions (MorphoTrust USA)
(Electronically scanned fingerprint submissions)

Morpho Trust USA will scan and transmit your fingerprints to the TBI and the FBI. You should make an appointment with MorphoTrust USA who will transmit the applicant's fingerprints to the TBI and FBI for processing. The report will be received by this office. You will submit payment for fingerprint processing directly to MorphoTrust USA.

Applicants must take approved identification documents to the appointment with MorphoTrust USA. Please refer to the list of acceptable identification at www.L1enrollment.com

Online Scheduling:

- www.L1enrollment.com
- Click on the Tennessee map
- You will enter your applicant information as prompted online
- Enter required information
- Call Center Scheduling: Available Monday-Friday, 8:30 A.M.-4:30 P.M. (Central)
- If you do not have access to the internet you may call 855-226-2937
- Operators will collect required information and schedule your appointment

Option 2: Out of State Applicants: We encourage out of state applicants to utilize electronic fingerprinting. Please follow the instructions for MorphoTrust USA (L-1 Enrollment) Tennessee Card Scan Processing Procedures. Prints may be submitted electronically following the instructions for L-1 Tennessee Card Scan Processing Procedures "Pay for Ink Card Submissions". You will submit payment for fingerprinting processing directly to L-1. Instructions can be found at www.L1enrollment.com You must use standard FBI applicant cards (FD-258) and you must have correct ORI, agency and applicant information. Contact this office to request fingerprint cards that can be sent directly to L-1 for processing.

Should you choose to submit print cards for this office to process with your application, the required processing fee is sixty dollars (\$60.00) per applicant and the processing time may be longer.