



KAY NOTARY
& BUSINESS SERVICES LLC
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OPERATIONS GUIDE

Fingerprinting Service Instructions

Ink-card appointments, mobile service, group events, quality control, and privacy

EFFECTIVE July 22, 2026	OWNER Operations	REVIEW CYCLE Quarterly
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Purpose and approved scope

This guide governs appointment-based ink fingerprint capture for individuals and groups. Kay Notary captures prints and returns the completed card to the customer or authorized recipient. It does not decide whether a card is legally sufficient, run a background check, or promise agency acceptance.

ACTIVATION GATE

Live Scan, electronic transmission, Channeler, and criminal or court-ordered fingerprinting are not advertised or performed until equipment, training, insurance, agency access, and every required authorization are documented in writing.

Client preparation checklist

- Bring the receiving agency's written instructions, ORI or routing information, and the required card type.
- Bring one current, government-issued photo ID. Utah Driving Privilege Cards may not be accepted by every agency.
- Complete only the demographic fields the receiving agency instructs you to complete; do not sign the card early if the agency requires witnessing.
- Arrive with clean, dry hands. Avoid lotion immediately before the appointment.
- Tell Kay Notary before arrival if mobility, language, medical, or accessibility accommodations may be needed.
- For minors, confirm the receiving agency's guardian-consent and identification rules before booking.

Standard operating procedure

1. Confirm the appointment owner, purpose, receiving agency, card type, number of cards, location, and submission route.
2. Quote the capture fee, any company-provided card stock, and the 72.5-cent-per-business-mile mobile travel rate before dispatch.
3. Inspect identification, record only the minimum service-log information, and confirm the customer understands that Kay Notary is a capture service.
4. Verify card orientation, applicant name, agency fields, and required signatures before beginning.
5. Capture plain impressions and rolled impressions in the sequence printed on the card. Re-roll any print with smearing, skips, excessive pressure, or missing ridge detail.

6. Conduct a two-person or second-look quality review when staffing permits; otherwise use the printed quality checklist.
7. Return the card in a protective envelope. Do not retain fingerprint images or photocopies unless a documented agency workflow requires it and the customer has consented.
8. Record completion, fee, location, number of cards, redo status, and disposition. Never record a full government-ID number in the ordinary service log.

Quality-control standard

Check	Pass standard	If it fails
Identity	Current photo ID reasonably matches customer	Pause and obtain acceptable ID
Card	Correct card and agency fields confirmed	Replace or obtain agency direction
Ridge detail	Clear centers, deltas, nail-to-nail roll, no smears	Clean platen/ink and recapture
Completeness	All required boxes, dates, and technician fields complete	Correct before release
Privacy	No unnecessary copy, image, or full ID retained	Remove from ordinary records and escalate

Pricing and billing

Service	Price	Billing note
First ink card	\$35	Per person, per appointment
Additional card	\$15 each	Same person and same session
Company FD-258 stock	+\$5/card	Only when available and appropriate
Mobile appointment	\$35 + \$0.725/mile	Estimated and agreed before dispatch
Group: 5-9 people	\$30/person	One location and scheduled block
Group: 10+ people	\$25/person	Staffing and travel confirmed in quote

Service	Price	Billing note
Agency/client redo	\$15/card	No charge for a prompt redo caused by our capture error

MARKET CONTEXT

Utah BCI currently charges \$20 for up to three applicant cards and \$5 for each additional card. Kay Notary's pricing reflects private scheduling, mobile availability, group coordination, and card-by-card quality control.

Privacy, incidents, and escalation

- Treat fingerprint cards and ID information as restricted identity records. Keep them attended and out of public view.
- Do not email unencrypted fingerprint-card images or upload them to personal cloud storage.
- Report a lost card, suspected misdelivery, unauthorized copy, or disclosure immediately to management and document the response.
- Refer questions about licensing eligibility, criminal history, expungement, immigration, or legal consequences to the receiving agency or qualified counsel.

Sources and review references

Utah BCI fingerprint services: <https://bci.utah.gov/fingerprint-and-photo-services-for-the-public/>

Utah apostille/authentication office: <https://authentications.utah.gov/>