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| SCENARIO FOR INITIAL REGISTRATIONS ONLY | STEPS TO TAKE |
| * PA SORT working * LiveScan device with Palm Upgrade working | 1. Capture registration information and offender photo(s) using PA SORT. 2. Capture fingerprints and palm prints using LiveScan (ML-REG). |
| * PA SORT working * LiveScan device (without Palm Upgrade) working | 1. Capture registration information and offender photo(s) using PA SORT. 2. Capture fingerprints only using LiveScan (ML-REG). 3. Capture palm prints during next offender visit when the LiveScan device has the palm print upgrade, using “Suspect ID” on the LiveScan device or direct the offender to a site with palm captures available. |
| * PA SORT working * LiveScan device **not delivered, installed, or malfunctioning** | 1. Capture registration information and offender photo(s) using PA SORT. 2. Capture fingerprints (no palm prints) using paper fingerprint cards (inked). One card will be required for the registration and an additional card required for the DNA. 3. Mail completed fingerprint card and a copy of the paper PA SORT registration form to Pennsylvania State Police, Megan’s Law Section, 1800 Elmerton Ave., Harrisburg, PA 17110. 4. Capture palm prints during next offender visit when the LiveScan device has the palm print upgrade, using “Suspect ID” on the LiveScan device or direct the offender to a site with palm captures available. |
| * PA SORT **not working** * LiveScan device with Palm Upgrade working | 1. Complete paper registration form. 2. Take offender photo(s) using webcam or digital camera. E-mail the offender photo(s) to [ra-pspmeganslawphoto@pa.gov](mailto:ra-pspmeganslawphoto@pa.gov) (jpeg format). Ensure offender’s name, DOB, and SID (if available) is included on the e-mail. 3. Capture fingerprints and palm prints using LiveScan (ML-REG). 4. Mail completed paper registration form to Pennsylvania State Police, Megan’s Law Section, 1800 Elmerton Ave., Harrisburg, PA 17110. |
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