

FINGERPRINT FAQs
IDAHO INSURANCE LICENSE APPLICANTS
Procedures to be followed for fingerprint reservations made on or after
October 27, 2011

Idaho Department of Insurance requires that an applicant for a new insurance producer or adjuster license must observe all agency processes to obtain a license. The state's statute 41-1007(b) requires an applicant for an insurance license to submit their fingerprints for the purpose of a state and federal criminal background check prior to being licensed by the Idaho Department of Insurance.

NOTE: Starting September 21, 2011, for testing appointments after October 26, 2011 the exam appointment will be scheduled separately from the fingerprinting appointment. Be sure to schedule your examination appointment with Pearson VUE and fingerprint appointment with L1 Identify Solutions. Candidates must make a fingerprint appointment with L1 for any date after October 26, 2011.

1. How much does the fingerprint service cost?

The fingerprinting fee is \$60, paid at the time you **make a reservation** to have your fingerprints done at one of the Pearson VUE testing sites. The sites are located in Boise ID, Pocatello ID, Coeur d'Alene ID, Spokane WA, Midvale UT, Ogden UT, Orem UT, Las Vegas NV and Reno NV.

2. How do I make a fingerprint appointment?

Once your **examination** reservation has been confirmed, you should contact Pearson VUE's subcontractor L1 Identity Solutions at 1-866-761-8069 to schedule a fingerprint reservation and to have your prints taken while you are at the Pearson Vue Test Center. L1 will collect the fingerprint payment during the phone call and your fingerprint appointment will be linked to your examination appointment.

The Department of Insurance encourages you to have your prints taken at the same time you take your insurance license exam.

3. Can I make an appointment for fingerprints online?

Yes. On-line reservations for fingerprints will be available in the Fall 2011.

4. What information must I provide to make a fingerprint appointment either by phone or online?

You must provide all the required background information at the time your fingerprint reservation is made – name, address, phone number, social security number, etc. The Department of Insurance will not be able to process a submission that does not include your Social Security number.

5. What happens if my fingerprints are rejected?

If your fingerprints are rejected as unreadable, the Department of Insurance will notify you with instructions on how to provide a new set of fingerprints at no

additional charge. If your fingerprints are returned three times as unreadable, Idaho State Police will forward your fingerprints to the FBI for a national name screening. This separate FBI screening could take an additional 3 to 6 weeks.

6. Are there tips for getting a clear, readable fingerprint image?

Yes. Be sure your hands are clean when you have your fingerprints taken. Oil or grease on the fingertip will prevent a clean, readable fingerprint from being taken.

7. What if I have an injury to one of my fingertips?

If you have an injury to a fingertip, ask the official taking the fingerprints to note this on your fingerprint file.

8. Are there other reasons a fingerprint may be rejected by Law Enforcement?

Yes. Failure to provide all required information will result in the fingerprint being rejected, which will delay your licensure. Please be sure to provide any first and/or last names you may have ever used

9. What if I have been convicted of a felony?

If you have ever had a felony conviction it is recommended that you contact the Department of Insurance directly for information and instructions before taking any other course of action. Email address: agent@doi.idaho.gov

10. What steps do I follow after I have passed the exam and I have been fingerprinted?

Once you have passed the exam(s) and completed the fingerprinting process, you may send your license application to the Department of Insurance through www.nipr.com or www.sircon.com/idaho and then fax or email your original passing score report, fingerprint receipt, Request and Release form and, any required documentation and explanation for background question responses(if applicable) to the Department of Insurance, FAX#: 208-334-4398 or agent@doi.idaho.gov. Please contact the Department of Insurance if you have any questions about the application process.