

MONTANA INSURANCE LICENSE APPLICANTS

Montana Department of Insurance 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.

1. Who needs to be fingerprinted?

- **Candidates taking an insurance examination for the first time**
- **Candidates who are adding a line to an existing license**
- **Fingerprints are only valid for 1 year. Candidates with fingerprints cards older than 1 year must be fingerprinted again.**

NOTE: FINGERPRINTING is NOT required for the ADJUSTER OR CONSULTANT APPLICANTS.

2. What is the fingerprint process at the Test Centers?

- The fingerprints will be captured digitally on the required FD-258 card.
- Pearson VUE will submit the fingerprint cards directly to the Department of Justice in Montana
- MT DOJ will forward the cards to the FBI.

3. How much does the fingerprint service cost? What does it pay?

The fee for digital fingerprinting is \$53.25.

The following charges are included in the \$53.25 fingerprint fee:

- \$20 to L1 fingerprinting vendor
- \$19.25 to the FBI for background processing fee
- \$10 to the Montana DOJ processing fee
- \$4 to PVUE

4. How do I make a fingerprint appointment?

- **You MUST schedule an appointment with Pearson VUE for the insurance examination PRIOR to contacting L1 Identity Solutions for the fingerprint appointment.**
- You will contact Pearson VUE's subcontractor, L1 Identity Solutions at **1-866-761-8069** Monday through Saturday 8 a.m. to 5 p.m. (*Pacific Time*) to schedule a fingerprint reservation. The fingerprint reservation is a separate appointment from the exam appointment; however, it should be at the same location/same time of your insurance examination.
- You may also make the fingerprint reservation on-line at <https://pearsonwest.ibtfingerprint.com>.

NOTE: You will be given step-by-step instructions on the website. If you experience problems please call L1 Identity Solutions at (866) 761-8069 Monday through Saturday 8:00 a.m. to 5:00 p.m (*Pacific Time*) for help.