



## FINGERPRINT FAQs

### WASHINGTON INSURANCE LICENSE APPLICANTS

The Revised Code of Washington (RCW) 48.17.090 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 Office of the Insurance Commissioner.

Most of the Pearson VUE testing locations in Washington are equipped to capture your fingerprints right at the testing location at the same time you take your insurance licensing test.

#### 1. How much does the fingerprint service cost?

The following charges are applied for fingerprint services:

- \$15.00 charge from Pearson VUE (includes charge for L1 Identity Solutions)
- \$45.25 charge for Washington State Patrol / Federal Bureau of Investigation background processing fee

You will pay the \$15.00 fee when you **make a reservation** to have your prints done at one of the Pearson VUE testing sites.

Please make your \$45.25 payment to the Washington State Patrol when you forward your fingerprint card. Send your prints and the processing fee to the Office of the Insurance Commissioner.

#### 2. How do I make a 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 to have your fingerprints done at the testing center where you will be taking your insurance exam.

The OIC encourages you to have your prints taken at one of the Washington test centers, if possible, where you can be fingerprinted at the same time you take your insurance license exam.

**NOTE:** The exam appointment is **separate** from the fingerprinting appointment. Be sure to schedule an appointment with Pearson VUE for the examination and with L1 Identify Solutions for the fingerprint.

#### 3. Can I make an appointment for fingerprints online?

Yes, on-line reservations for fingerprints can be made at <https://pearsonwest.ibtfingerprint.com>. 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.

You will pay the \$15.00 fingerprint fee and your fingerprint appointment will be available to the test center staff.

#### **4. What information must I provide to make a fingerprint appointment?**

You must provide required fields at the time your fingerprint reservation is made, **including your Social Security number**. The OIC will not be able to process a submission that does not include your Social Security number.

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#### **5. What happens if my fingerprints are rejected?**

If your fingerprints are rejected as unreadable, the OIC 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, WSP 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 print from being taken.

#### **7. What if I have an injury?**

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

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

Yes. Failure to provide all required information will result in the card being returned to you, which will delay your licensure. Also, be sure to provide all other names ("aliases") you have ever used, including maiden names.