

## **Fingerprint FAQ's**

### **Q: Where can I be livescan fingerprinted?**

When visiting any livescan location you must take the [Livescan Fingerprint Information](#) form in addition to any other document requested by the below entity.

**Kansas Insurance Department-Topeka, Kansas.** The Department offers livescan fingerprinting to all resident insurance license applicants at the office in *Topeka*. There are no costs associated with being fingerprinted at the Kansas Insurance Department. To make an appointment go to:

<https://insurance.ks.gov/agentagency/agent-licensing/req-fingerprint-appt.php>

**Department of Children and Families.** The Kansas Insurance Department has an agreement with the Department of Children and Families (DCF), allowing all resident insurance license applicants to be fingerprinted at their six locations in *Topeka, Overland Park, Wichita, Hutchinson, Salina and Chanute*. There are no costs associated with being fingerprinted at a DCF facility. If you are being fingerprinted at a DCF facility, you MUST bring a completed [FP-1020 form](#). To make a fingerprint reservation go to:

[www.dcf.ks.gov/Agency/Operations/Pages/Fingerprint--Srvices.aspx](http://www.dcf.ks.gov/Agency/Operations/Pages/Fingerprint--Srvices.aspx)

**Local Law Enforcement.** Certain local law enforcement agencies across the state offer livescan fingerprinting. Please call the local law enforcement office to make an appointment. There may be costs associated with being fingerprinted at a law enforcement agency. If you are being livescan fingerprinted at a local law enforcement agency you MUST bring a printed out copy of your [Fingerprint Waiver Form](#) as well as the [Livescan Fingerprint Information](#) document. Law enforcement offices submitting livescan fingerprints on behalf of the Department include:

- Butler County Sheriff's Office
- Cheyenne County Sheriff's Office
- Comanche County Sheriff's Office
- Ellis County Sheriff's Office
- Finney County Sheriff's Office
- Ford County Sheriff's Office
- Greeley County Sheriff's Office
- Johnson County Sheriff's Office
- Kingman County Sheriff's Office
- Labette County Sheriff's Office
- Leavenworth County Sheriff's Office
- Linn County Sheriff's Office
- Ottawa County Sheriff's Office
- Pittsburg Police Department
- Rush County Sheriff's Office
- Sedgwick County Sheriff's Office
- Smith County Sheriff's Office
- Stanton County Sheriff's Office
- Sumner County Sheriff's Office
- Trego County Sheriff's Office
- Wichita Police Department Training Center

**Kansas Bureau of Investigation.** The KBI in *Topeka* does fingerprints by appointment only. Call 785-296-4038 to schedule an appointment.

**Pearson VUE Professional Center.** Pearson VUE, the license testing vendor for the Kansas Insurance Department, offers livescan fingerprinting to all resident insurance license applicants at the following test centers: *Overland Park, Topeka and Wichita*. Unfortunately, this service is not available at the testing site in Hays. There are additional costs associated with being fingerprinted at a Pearson VUE Professional Center. To make a fingerprint reservation go to: [home.pearsonvue.com/ks/insurance](http://home.pearsonvue.com/ks/insurance)

**Q: Can I still be fingerprinted using a paper fingerprint card?**

Yes, the Department still accepts paper fingerprint cards (those taken with ink and those taken digitally and printed on the cards).

**Q: What kind of fingerprint card can I use and where do I get one?**

The approved Kansas preformatted fingerprint card is **FBI, FD258**, which may be requested from the Kansas Insurance Department at the following [link](#). We encourage all applicants to view the livescan locations prior to requesting a fingerprint card.

**Q: Will the Department accept digital prints?**

Yes. Digital prints from machines can be transferred to (printed on) the approved FD258 cards.

**Q: How do I fill out the card?**

Complete the name (including aliases, maiden, previous married), mailing address, social security number, citizenship, and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth). **DO NOT SIGN THE CARD YET** – this will be done in front of the law enforcement officer or individual taking the fingerprints. The spaces for OCA, FBI, AND MNU numbers may be left blank if you do not have one of those numbers. Cards with missing or incomplete information will be rejected.

**Q: What should be entered for Citizenship (CTZ)?**

Enter the name of the country where you are a citizen. Enter US for United States citizen. For foreign citizen, use the two-character foreign country codes used by criminal justice agencies for federal reporting. All law enforcement agencies have a set of codes.

**Q: What are the codes for Eye color?**

**BLK** – Black **BLU** – Blue **BRO** – Brown **GRN** – Green **GRY** – Gray **HAZ** – Hazel **O** – Other

**Q: What are the codes for Hair color?**

**BAL** – Bald **BLK** – Black **BLN** – Blonde or Strawberry **BRO** – Brown **GRY** – Gray **RED** – Red or Auburn **WHI** – White

**Q: What are the codes for Race?**

**A** – Asian **N** – Native Hawaiian/Pacific Islander **W** – White **B** – Black **I** – American Indian/Alaskan Native **O** – Other

**Q: What format should Height (HGT) and Weight (WGT) be in?**

Enter your Height in feet and inches. Enter your Weight in pounds and round to the nearest pound.

**Q: What should be entered for Place of Birth (POB)?**

Enter the two-character code for the state you were born in. If you were not born in the US, enter the foreign country codes used by criminal justice agencies for federal reporting. All law enforcement

agencies have a set of codes.

**Q: What should I list as the reason fingerprinted?**

“K.S.A. 40-4905 KS Ins. Commissioner”

**Q: Who is authorized to take my fingerprints?**

A local law enforcement agency, the Topeka office of the Kansas Bureau of Investigation, Pearson VUE Professional Center, Department of Children and Families office, the Kansas Insurance Department or any other fingerprinting agency/vendor that offers these services.

**Q: Will I be charged a fee to have my fingerprints taken?**

You may be charged an additional fee for the fingerprinting service.

**Q: Where do I send my fingerprint card?**

The fingerprint card signed by both the applicant and the individual taking the prints, must be sent to the Department in a 9x12 stamped envelope, addressed to the “Kansas Insurance Department, 1300 SW Arrowhead Road, Topeka, Kansas 66604. It is recommended you use an overnight delivery service, such as UPS or FedEx, that delivers directly to the Department’s address and provides delivery confirmation to you. (Items mailed through the U.S. Postal Service are delivered to the Central Mailing facility for state agencies and may be delayed in delivery to the Department.) **Do NOT fold, staple, bend, tape, highlight, stamp, make extraneous marks or modify the fingerprint card.**

**Q: How do I pay my fingerprint (\$50) and application (\$30) fees?**

The nonrefundable fees will be collected when you submit your application online through NIPR.

**Q: Why can a fingerprint vendor charge an additional fee for taking my fingerprints?**

The fingerprint fee paid with your application fee is remitted to the KBI to cover its cost of processing the fingerprints. A vendor may charge you a separate fee for the fingerprinting service.

**Q: How long are my fingerprints valid?**

Fingerprints are valid for six months.

**Q: Is a background check done as soon as you receive my fingerprints?**

No. Fingerprints **will not be processed** by the KBI until (1) a completed [NAIC Uniform Application for Individual Producer License Form](#) has been submitted via NIPR with the appropriate fees, (2) the [online Fingerprint Waiver Form](#) has been submitted, and (3) a [tax clearance](#) from the Kansas Department of Revenue has been submitted. The application fee is \$30.00, and the fingerprint background check fee is \$50.00. These fees will be collected when completing the online application form.

**Q: How do I complete the Fingerprint Waiver Form?** You can find this fillable online form on the Department website at <https://insurance.ks.gov/agentagency/waiver.php>. The form must be submitted electronically; a paper form will NOT be accepted.

**Q: How long does it take to get my background report completed?**

Results of a background search are usually returned to the Kansas Insurance Department within 5-10 business days, depending on the KBI’s workload.

**Q: How soon is a license issued after the background report is returned to the Department?**

If the background check reports any misdemeanor or felony convictions, this process could take several

days as additional information may be needed from the applicant. If the background check is returned without any reported convictions, it can take as few as two to three days to process, provided there are no other issues requiring review by the Department.

**Q. What is the ORI?**

This entry should be preprinted on the card if you received it from the Department. If your card is blank or an agency other than the Kansas Insurance Commissioner is indicated, you may line through it and fill in “KS920161Z, KS Ins Comm, Topeka, KS.”