

**Q: Where do I get a fingerprint card and waiver form?**

The fingerprint card and waiver form may be requested from the Kansas Insurance Department by emailing [KID.Licensing@ks.gov](mailto:KID.Licensing@ks.gov) with your name and mailing address. You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

**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. 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. Do not use fractions of an inch  
Enter your Weight in pounds and round to the nearest pound. Do not use fractions of pounds.

**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?**

The applicant may go to a local police department, county sheriff’s office, or the Topeka office of the Kansas Bureau of Investigation to be fingerprinted. An appointment may be necessary and a fee may be required. You will need to take at least one form of picture identification with you.

**Q: Will I be charged a fee by the law enforcement agency to take my fingerprints?**

You may be charged an additional fee by the law enforcement agency for the fingerprinting service.

**Q: Does my fingerprint card and waiver form need to be mailed directly from the law enforcement agency?**

The fingerprint card and the waiver form signed by both the applicant and the individual taking the prints, must be mailed from the police department in a 9x12 stamped envelope addressed to the Kansas Insurance Department, 1300 SW Arrowhead Road, Topeka, Kansas 66604. The applicant will need to provide the envelope and with the adequate postage. Please do NOT fold, staple, bend, tape, highlight, stamp, make extraneous marks or modify the fingerprint card. Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.

**Q: How do I pay my fingerprint and application fees?**

If you are applying online, both the application fee and the fingerprinting fee will be collected when submitting your application. If you are applying by paper, you may write one check for a total of \$90 (\$30 nonrefundable application fee + \$60 fingerprint fee) payable to the Kansas Insurance Department.

**Q: How long is my fingerprint card valid?**

You will need to submit the application and fingerprint fees within 1 year of the date on your fingerprint card. If the date on the fingerprint card is older than one year, the KBI/FBI will not accept the card. You will be required to submit a new fingerprint card.

**Q: I forgot to enclose my waiver form with my fingerprint card. Can I fax the waiver form to the Kansas Insurance Department?**

The waiver form should be mailed at the same time as the fingerprint card. If you forgot to enclose the form in the envelope with the fingerprint card, you may mail or fax the form to our office. Please note: There is a section on the waiver form that must be completed by the fingerprinting agency.

**Q: How long does it take to get my background report completed once you have my application form and fingerprint card/fees?**

After we receive your application and fingerprint fee payment, the fingerprint card will be sent to the Kansas Bureau of Investigation and will be returned to the Kansas Insurance Department within 5-10 business days. Processing may take longer if a name search is required.

**Q: My local police department says they only do live scans. Will those be accepted in your office?**

Digital prints are accepted as long as they are in the FD258 format.

**Q: What if my local law enforcement agency won't mail my fingerprints in?**

Find another law enforcement agency.

**Q: Can I get my fingerprints taken at the Kansas Insurance Department?**

No, the Kansas Insurance Department cannot take fingerprints.

**Q: I requested a fingerprint card from your office and it was bent in the mail. Can I still use this card?**

The fingerprint card cannot be processed if it has been bent. Contact the Kansas Insurance Department for another fingerprint card.

**Q. What is the ORI?**

This entry should be preprinted on the card. 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" or contact KID for a replacement card.