Fingerprint FAQ’s

Q: Where can I be electronically fingerprinted?
Beginning mid-summer 2021, Pearson VUE, the license testing vendor for the Kansas Insurance Department, will offer digital fingerprinting to all resident candidates at the following test centers: Overland Park, Topeka, and Wichita (Unfortunately, this service is not available at the testing site in Hays). These fingerprints are sent electronically to the Kansas Bureau of Investigation (KBI). To make a fingerprint reservation go to www.pearsonvue.com or call Pearson VUE at (888) 204-6255. Additional information on the digital fingerprinting service can be found in the licensing candidate handbook at https://home.pearsonvue.com/ks/insurance. A fingerprint fee of $20 must be paid at the time of the reservation. Pearson VUE will electronically transmit the fingerprints to the Kansas Bureau of Investigation. However, the fingerprints are not processed by the KBI until a completed NAIC Uniform Application for Individual Producer License Form has been submitted, appropriate fees collected, and the Waiver Agreement and FBI Privacy Act Statement (Fingerprint Waiver Form) have been received.

Q: Where do I get a fingerprint card?
The approved Kansas preformatted fingerprint card (FBI, FD258) may be requested from the Kansas Insurance Department at the following link. Only one card is required. Bent or folded cards will not be accepted.

Q: Can any type of fingerprint card be used?
No. You must use the Kansas preformatted card (FBI, FD258).

Q: My local police department says they only do live scans. Will those be accepted in your office?
Digital prints from live scans must 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. 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, the Topeka office of the Kansas Bureau of Investigation or a fingerprinting agency/vendor to be fingerprinted. You will need to take at least one form of photo identification with you. You should call before you plan to arrive, as an appointment may be necessary. Beginning mid-summer 2021, Pearson VUE, the license testing vendor for the Kansas Insurance Department, will offer digital fingerprinting to all resident candidates at the following test centers: Overland Park, Topeka, and Wichita (Unfortunately, this service is not available at the testing site in Hays). To make a fingerprint reservation go to www.pearsonvue.com or call Pearson VUE at (888) 204-6255. If you are unable to find a place to have your fingerprints taken, there is guidance on the Department’s website titled “Fingerprinting 101: How to take Fingerprints” at https://insurance.kansas.gov/producer-licensing/.

Q: Will I be charged a fee by the law enforcement agency or other vendor to take my fingerprints? You may be charged an additional fee by the law enforcement agency or fingerprint vendor 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. If you want to send your fingerprints overnight, you are encouraged to use UPS or FedEx, that is delivered directly to the Department’s address and can provide 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. Bent or folded cards will not be accepted, and a new fingerprint card will be sent to you for prints to be taken again.

Q: How do I pay my fingerprint and application fees?  
When you apply for a resident producer license online, both the application fee ($30) and the fingerprinting fee ($60) will be collected when submitting your application. Both fees are nonrefundable.

Q: If I have to pay a fingerprint fee of $60 with my application fee, why can a fingerprint vendor charge an additional fee?  
The fingerprint fee paid with your application fee is remitted to the KBI to cover its cost of processing the fingerprints and searching background records. This is separate from a fee which may be required by the agency or vendor for taking your fingerprints.
Q: How long are my fingerprints valid?
Fingerprints are valid for up to one year. You will need to submit your license application (along with fees), and Fingerprint Waiver Form within one year of the date on your fingerprint card. If the fingerprints are older than one year, the KBI will not accept them. You will be required to submit new fingerprints.

Q: Is a background check done as soon as you receive my fingerprints?
No. Fingerprints are not processed by the KBI until a completed NAIC Uniform Application for Individual Producer License Form has been submitted, appropriate fees collected, and Fingerprint Waiver Form has been received by the Department. Once all items are received, the Department submits the fingerprint card to the KBI. If fingerprints were submitted electronically to the KBI by Pearson Vue, the Department notifies the KBI to begin the background check after all required information has been received.

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. This form authorizes the submission of your fingerprints to the KBI for processing a national background check and is required as part of the application process. 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 once you have my application form and fingerprint card/fees?
After we receive your application, applicable fees, and Fingerprint Waiver Form, the fingerprint card will be delivered to the KBI. (If fingerprints were submitted electronically the KBI will be notified to process the prints.) 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 and a tax clearance for the applicant has been received.

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 for any reason. 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.
Q. What is a Tax Clearance?
A Certificate of Tax Clearance is requested by the Department from the Kansas Department of Revenue (KDOR) to verify that the applicant is in current compliance with applicable Kansas tax laws. If KDOR advises the Department that it cannot provide a tax clearance for an applicant, the applicant is notified by the Department to contact KDOR to resolve any issue preventing the issuance of a tax clearance.