

## Instructions for requesting a criminal background check

Effective February 1, 2018, applicants for a resident insurance producer/agent license will be required to submit their fingerprints for state and national criminal history background checks.

Fingerprint cards may be requested from the Kansas Insurance Department at the following [link](#) or by emailing a request to [KID.Licensing@ks.gov](mailto:KID.Licensing@ks.gov).

Download the **Waiver Agreement and Statement form**. The waiver form is required for all fingerprint record checks. A section on page two of the form must be completed by the fingerprinting agency, so **THE APPLICANT MUST TAKE THE FORM WITH THEM WHEN THEY ARE BEING FINGERPRINTED.**

1. Fill out the card.
  - Complete 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 space 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**
  - **See FAQ – fingerprinting** for additional guidance.
2. Have your prints taken: (A qualified law enforcement officer must take your fingerprints)
  - Contact your local law enforcement agency before you go!
  - Take the filled out card and waiver form to your local police station or sheriff's office.
  - Take at least one form of picture identification with you.
  - Some law enforcement agencies may charge a fee to take your prints.
  - Sign the card in front of the officer taking your prints.
  - The officer taking the prints will need to complete the section on page two of the waiver form.
  - Digital prints are accepted as long as they are in the FD258 format.
3. Mail the card and waiver form:
  - Provide the law enforcement officer with a stamped envelope addressed to: Kansas Insurance Department, Attn: Producer Licensing, 1300 SW Arrowhead Road, Topeka, KS 66604 to mail your fingerprint card or electronic scan and waiver form.
  - In addition, you may want to use a mailing service that allows delivery confirmation to confirm your fingerprint card and waiver form have been received at the Kansas Insurance Department.
  - Bent and folded cards will NOT be accepted and a new fingerprint card will be mailed to you for prints to be taken again.
4. The fingerprint cards **will not be processed** or submitted to the KBI/FBI until a completed NAIC Uniform Application for Individual Producer License form has been submitted and appropriate fees collected. The application fee is \$30.00 and the fingerprint background check fee is \$60.00. **These fees will be collected when completing the online application form.**
  - Apply [Online](#) via Producer Desktop