General Instructions for Fingerprinting and Requesting a Criminal Background Check

Applicants for a resident insurance producer/agent license are required to be fingerprinted for state and national criminal history background checks. Fingerprints may be provided to the Department on the approved Kansas preformatted card, or electronically.

An online Fingerprint Waiver Form and FBI Privacy Act Statement (Fingerprint Waiver Form) must be completed and submitted to the Department electronically. Fingerprint Waiver Forms submitted to the Department in paper form will NOT be accepted after July 1, 2021. The Fingerprint Waiver Form is required for all background record checks.

Paper fingerprints: Paper fingerprint cards may be requested from the Kansas Insurance Department at the following link. You must use the Kansas preformatted card (FBI, FD258) for fingerprints submitted in paper format to the Department.

1. Fill out the FD258 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 individual taking the fingerprints.
   - 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 Fingerprint FAQ for additional guidance.

2. Have your prints taken:
   - A bent or folded FD258 card cannot be used. If the card you have is bent or folded, for any reason, contact the Department for a new card.
   - If you are having your prints taken at a local law enforcement agency (e.g., police station or sheriff’s office), **you should contact the agency before you go as they may require an appointment**.
   - Take the filled-out card with you to the local law enforcement agency, or other fingerprinting vendor.
   - Take at least one form of photo identification with you.
   - Some law enforcement agencies or fingerprinting vendors may charge a fee to take your prints.
   - Some law enforcement agencies may require applicants to bring the appropriate mailing supplies for them to submit the prints to the Department on the applicant’s behalf.
   - Sign the card in front of the individual taking your prints.
   - Fingerprint taken digitally must be transferred (copied) to the approved FD258 card.
   - Live Scan fingerprints will be available mid-summer 2021. See “Electronic Fingerprints,” below.
3. **Submitting the fingerprint card:**
   - The completed fingerprint card should be sent directly to the Kansas Insurance Department, Attn: Producer Licensing, 1300 SW Arrowhead Road, Topeka, KS 66604.
   - You may want to 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.)
   - Bent or folded cards will NOT be accepted, and a new fingerprint card will need to be sent to you to have your prints retaken.

**Electronic Fingerprints:** Beginning in mid-July 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 center in Hays). These fingerprints are sent electronically to the Kansas Bureau of Investigation (KBI). To make a fingerprint reservation go to [www.pearsonvue.com](http://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](https://home.pearsonvue.com/ks/insurance).

Fingerprints **will not be processed** by the KBI until (1) a completed NAIC Uniform Application for Individual Producer License Form has been submitted, (2) the online Fingerprint Waiver Form has been submitted, and (3) 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. **Applications submitted via a paper form will not be accepted.**
- **After January 1, 2022, applications for resident producer licensees must be submitted via the National Insurance Producer Registry (NIPR).** For more information see [https://insurance.kansas.gov/producer-licensing/](https://insurance.kansas.gov/producer-licensing/).