

Producer License Fingerprint Procedure

Please carefully review the instructions below and provide your name and phone number in case Department staff must contact you regarding your fingerprints or criminal history check request.

Applicants Name: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

An applicant for a resident insurance producer license may have their fingerprints done by a private business or law enforcement (if available). The following requirements must be met:

- 1) If the fingerprinting service conducting the fingerprints does **ink prints**, two fingerprint cards must be done. If the fingerprints are obtained by **scanning**, only one set of fingerprints is required, so only one card is needed. **The fingerprint cards must be sealed in an envelope and initialed by the individual conducting the fingerprints.**
- 2) Attached is a Criminal History Record Check Request, which must be completed by the applicant. The completed form must be returned to the North Dakota Insurance Department with the fingerprint card(s).
- 3) The applicant must include a check, cashier's check, or money order in the amount of **\$41.25**, made payable to the **North Dakota Attorney General**.

The Applicant must MAIL the following to the address below:

- 1) a **separate**, sealed envelope containing the fingerprint card(s); **PLEASE DO NOT BEND THE CARDS**,
- 2) this page with applicant's name, phone number, and email address provided,
- 3) the completed Criminal History Record Check Request form, and
- 4) the **\$41.25** fee made payable to the **North Dakota Attorney General**.

**NORTH DAKOTA INSURANCE DEPT
ATTN CINDI OFFERMAN
600 E BOULEVARD AVE DEPT 401
BISMARCK ND 58505-0320**