

How to Submit your Fingerprints to the Insurance & Securities Department

Once you have successfully passed your exams, you must submit your application online here: <https://nopr.com/licensing-center/apply> and submit a set of fingerprints to the Insurance Department for your background check. If you are looking for a location to have your prints taken, please send an email to ndlicensing@nd.gov for more information.

Please use the following instructions to successfully submit your fingerprints to the Department:

1. The fingerprint cards need to be signed by you AND the person that did your fingerprints.
2. Make sure ALL required fields are filled out on the fingerprint cards.
3. The cards then need to be placed in an envelope, sealed and initialed by the person that did your fingerprints, for security of the fingerprints.
4. Complete the CRIMINAL HISTORY RECORD CHECK REQUEST form. Complete all spaces under "To be completed by subject of record check" and make sure to sign and date the form. This is the consent for the background check.
5. Include a CHECK or MONEY ORDER in the amount of **\$40** for the processing fee of the background check. Make it payable to: **NORTH DAKOTA ATTORNEY GENERAL**.
STARTER CHECKS (ONES THAT ARE NOT PRE-PRINTED WITH YOUR INFORMATION), CASH AND CREDIT/ DEBIT CARDS ARE NOT VALID PAYMENT METHODS AND WILL BE RETURNED TO SENDER OR SHREDDED

Gather the following and MAIL to the address below:

- The sealed envelope containing the fingerprint cards - **DO NOT BEND THE CARDS**
- The completed Criminal History Record Check Request form, and
- The **\$40** fee made payable to the **North Dakota Attorney General**.

**NORTH DAKOTA INSURANCE DEPT
ATTN: PRODUCER LICENSING
600 E BOULEVARD AVE DEPT 401
BISMARCK ND 58505-0320**



600 E Boulevard Ave
Bismarck, ND 58505-0500
phone: (701)328-2440 | fax: (701)328-4880
insurance.nd.gov | securities.nd.gov

Jon Godfread, Commissioner