

Producer License Fingerprint Procedure

Carefully review the instructions below and provide your name and phone number in the event Department staff must contact you regarding your Fingerprints or Criminal History Record Check Request form.

Applicant Name: _____

Applicant Phone: _____

Applicant Email Address: _____

An applicant for a resident insurance producer license may have their fingerprints done by either 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 a separate envelope and initialed by the individual conducting the fingerprints.**
- 2) A Criminal History Record Check Request form must be completed by the applicant. The completed form must be returned to the North Dakota Insurance Department with the fingerprint card(s). **This is your consent to have your background check completed.**
- 3) The applicant must include a check (**NO starter or counter checks**), cashier's check, or money order in the amount of **\$41.25**, made payable to: **North Dakota Attorney General**.

The Applicant must MAIL the following to the address below:

- 1) A separate, sealed envelope containing the fingerprint card(s)- **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: 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 | insurance@nd.gov

Jon Godfread, Commissioner