

## **Fingerprint FAQ's**

### **Q: Where can I be fingerprinted?**

Most local law enforcement agencies provide fingerprinting services. Below is a list specifically related to livescan fingerprints. The Department encourages applicants to use a livescan location when feasible, to save on processing time. If the fingerprint cards must be mailed, the Department encourages applicants to take a self-addressed, stamped envelope to your fingerprint appointment. The law enforcement agency should mail the fingerprints using the envelope provided.

**When visiting any livescan location you must take the [Livescan Fingerprint Information](#) form in addition to any other document requested by the below entity.**

**Kansas Department of Insurance-Topeka, Kansas.** The Department offers livescan fingerprinting to all resident insurance license applicants at the office in *Topeka*. There are no costs associated with being fingerprinted at the Kansas Department of Insurance. To make an appointment go to:  
<https://insurance.ks.gov/agentagency/agent-licensing/req-fingerprint-appt.php>

**Department of Children and Families.** The Kansas Insurance Department has an agreement with the Department of Children and Families (DCF), allowing all resident insurance license applicants to be fingerprinted at their six locations in *Topeka, Overland Park, Wichita, Hutchinson, Salina and Chanute*. There are no costs associated with being fingerprinted at a DCF facility. If you are being fingerprinted at a DCF facility, you **MUST** bring a completed [FP-1020 form](#). To make a fingerprint reservation go to:  
[www.dcf.ks.gov/Agency/Operations/Pages/Fingerprint--Services.aspx](http://www.dcf.ks.gov/Agency/Operations/Pages/Fingerprint--Services.aspx)

**Local Law Enforcement.** Certain local law enforcement agencies across the state offer livescan fingerprinting. Please call the local law enforcement office to make an appointment. There may be costs associated with being fingerprinted at a law enforcement agency. If you are being livescan fingerprinted at a local law enforcement agency, you **MUST** bring a printed out copy of your [Fingerprint Waiver Form](#) as well as the [Livescan Fingerprint Information](#) document. Law enforcement offices submitting livescan fingerprints on behalf of the Department include:

- Butler County Sheriff's Office
- Cheyenne County Sheriff's Office
- Comanche County Sheriff's Office
- Ellis County Sheriff's Office
- Finney County Sheriff's Office
- Ford County Sheriff's Office
- Greeley County Sheriff's Office
- Johnson County Sheriff's Office
- Kingman County Sheriff's Office
- Labette County Sheriff's Office
- Leavenworth County Sheriff's Office
- Linn County Sheriff's Office
- Ottawa County Sheriff's Office
- Pittsburg Police Department
- Rush County Sheriff's Office
- Sedgwick County Sheriff's Office
- Smith County Sheriff's Office

- Stanton County Sheriff's Office
- Sumner County Sheriff's Office
- Trego County Sheriff's Office
- Wichita Police Department Training Center

**Kansas Bureau of Investigation.** The KBI in *Topeka* does fingerprints by appointment only. Call 785-296-4038 to schedule an appointment.

**Pearson VUE Professional Center.** Pearson VUE, the license testing vendor for the Kansas Insurance Department, offers livescan fingerprinting to all resident insurance license applicants at the following test centers: *Overland Park, Topeka and Wichita*. Unfortunately, this service is not available at the testing site in Hays. There are additional costs associated with being fingerprinted at a Pearson VUE Professional Center. To make a fingerprint reservation go to: [home.pearsonvue.com/ks/insurance](http://home.pearsonvue.com/ks/insurance)

**Q: Can I still be fingerprinted using a paper fingerprint card?**

Yes, the Department still accepts paper fingerprint cards (those taken with ink and those taken digitally and printed on the cards). We encourage applicants to take a self-addressed, stamped envelope to your fingerprint appointment if digital prints will not be submitted electronically. The law enforcement agency should mail the fingerprints using the envelope provided.

**Q: Will the Department accept digital prints?**

Yes. Digital prints from machines can be transferred to (printed on) the approved FD258 cards.

**Q: Where do I send my fingerprint card?**

We encourage applicants to take a self-addressed/ stamped envelope to your fingerprint appointment if digital prints will not be submitted electronically. The law enforcement agency should mail the fingerprints using the envelope provided. The fingerprint card signed by both the applicant and the individual taking the prints, must be sent to the Department in a 9x12 stamped envelope, addressed to the "Kansas Department of Insurance, 1300 SW Arrowhead Road, Topeka, Kansas 66604. It is recommended you 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.) **Do NOT fold, staple, bend, tape, highlight, stamp, make extraneous marks or modify the fingerprint card.**

**Q: How do I pay my fingerprint (\$60) and application (\$15) fees?**

The nonrefundable fees will be collected when you submit your application online through NIPR.

**Q: Why can a fingerprint vendor charge an additional fee for taking my fingerprints?**

The fingerprint fee paid with your application fee is remitted to the KBI to cover its cost of processing the fingerprints. A vendor may charge you a separate fee for the fingerprinting service.

**Q: How long are my fingerprints valid?**

Fingerprints are valid for six months.

**Q: Is a background check done as soon as you receive my fingerprints?**

No. Fingerprints **will not be processed** by the KBI until (1) a completed [NAIC Uniform Application for Individual Producer License Form](#) has been submitted via NIPR with the appropriate fees, (2) the [online Fingerprint Waiver Form](#) has been submitted, and (3) a [tax clearance](#) from the Kansas Department of

Revenue has been submitted. The application fee is \$15.00, and the fingerprint background check fee is \$50.00. These fees will be collected when completing the online application form.

**Q: How do I complete the Fingerprint Waiver Form?** You can find this fillable online form on the Department website at <https://insurance.ks.gov/agentagency/waiver.php>. The form must be submitted electronically; a paper form will NOT be accepted.

**Q: How long does it take to get my background report completed?**

Results of a background search are usually returned to the Kansas Department of Insurance within 5-10 business days, depending on the KBI's workload.

**Q: How soon is a license issued after the background report is returned to the Department?**

If the background check reports any misdemeanor or felony convictions, this process could take several days as additional information may be needed from the applicant. If the background check is returned without any reported convictions and all other requirements have been met, it can take as few as two to three days to process, provided there are no other issues requiring review by the Department.

**Q. What is the ORI?**

This entry should be preprinted on the card if you received it from the Department. If your card is blank or an agency other than the Kansas Insurance Commissioner is indicated, you may line through it and fill in "KS920161Z, KS Ins Comm, Topeka, KS."