

**AGENT SERVICES**

## 2010 Resident Insurance Producer Fingerprint Submission Instructions

The following are the fingerprint submission requirements for North Carolina resident applicants for an insurance producer license pursuant to North Carolina G.S. 58-33-48.

These requirements are effective 10/1/2010 for all resident applicants for an initial insurance producer license in North Carolina. As set forth in North Carolina Administrative Code 11 NCAC 6A.0418, insurance producers licensed prior to 10/1/2010 do not have to submit fingerprints when applying for additional lines of authority/licenses unless there have been certain lapses in authority.

- Applicants for an initial insurance producer license must electronically submit their fingerprints for a state and federal criminal history background check following the instructions listed below.**

**Please follow these steps:**

1. Print out BOTH the SBI Electronic Fingerprint Submission Release of Information form and the SBI Authority for Release of Information form posted on the Department's website under applications and forms for insurance licensing.
2. The applicant required to submit fingerprints must fully complete and sign the SBI Authority for Release of Information form.
3. Fingerprints must be submitted electronically for a criminal record history check by bringing the SBI Electronic Fingerprint Submission Release of Information form to a law enforcement agency authorized to submit fingerprints electronically to the State Bureau of Investigations (SBI) via live scan. If you are not aware of a local agency that submits live scan fingerprints, please refer to the NC county locations posted on the NCDOI website under applications and forms for insurance licensing. This form **MUST** be brought to the live scan location to be completed otherwise they will not be able to electronically submit the fingerprints. A photo identification card is also required. At the discretion of the live scan location, there may be a fee charged for providing this fingerprinting service. After the fingerprints are electronically scanned and the SBI Electronic Fingerprint Submission Release of Information form is certified by a law enforcement official at the live scan location, this form **MUST** be submitted within 30 days of submission of the insurance producer application.
4. Submit the required SBI forms to Agent Services Division via the following 2 preferred methods:
  - Fax to 919-715-3794
  - Email to [asd@ncdoi.gov](mailto:asd@ncdoi.gov) (Scan the documents and attach to email.)
5. A \$38.00 criminal record history check fee must be paid by the applicant required to submit fingerprints. This fee should be paid during the NIPR electronic resident initial license application process. If this fee is not collected via NIPR and fingerprints are required, the fee must be submitted to the Agent Services Division along with the SBI forms. Mail forms and check or money order made payable to NC Department of Insurance to NCDOI-Agent Services Division, 1204 Mail Service Center, Raleigh, NC 27699-1204. Cash payments are not accepted.

**An insurance producer application will not be considered complete until ALL of the above fingerprint requirements are submitted to the Agent Services Division.**

Please contact Agent Services Division at (919) 807-6800 if you have any questions.