

Instructions for requesting a criminal background check

Effective February 1, 2018, applicants for a resident insurance producer/agent license will be required to submit their fingerprints for state and national criminal history background checks.

Fingerprint cards may be requested from the Kansas Insurance Department by filling out the [Fingerprint Card Request form](#).

Download the [Waiver Agreement and Statement](#) form. The waiver form is required for all fingerprint record checks. A section on page two of the form must be completed by the fingerprinting agency, so **THE APPLICANT MUST TAKE THE FORM WITH THEM WHEN THEY ARE BEING FINGERPRINTED.**

1. Fill out the card.
 - Complete name (including aliases, maiden, previous married), mailing address, social security number, citizenship, and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth)
 - **DO NOT SIGN THE CARD YET – this will be done in front of the law enforcement officer.**
The space for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers.
 - **Cards with missing or incomplete information will be rejected**
 - See [FAQ – fingerprinting](#) for additional guidance.
2. Have your prints taken: (A qualified law enforcement officer must take your fingerprints)
 - Contact your local law enforcement agency before you go!
 - Take the filled out card and waiver form to your local police station or sheriff's office.
 - Take at least one form of picture identification with you.
 - Some law enforcement agencies may charge a fee to take your prints.
 - Sign the card in front of the officer taking your prints.
 - The officer taking the prints will need to complete the section on page two of the waiver form.
 - Digital prints are accepted as long as they are in the FD258 format.
3. Mail the card and waiver form:
 - Provide the law enforcement officer with a stamped envelope addressed to: Kansas Insurance Department, Attn: Producer Licensing, 420 SW 9th St, Topeka, KS to mail your fingerprint card or electronic scan and waiver form.
 - In addition, you may want to use a mailing service that allows delivery confirmation to confirm your fingerprint card and waiver form have been received at the Kansas Insurance Department.
 - Bent and folded cards will NOT be accepted and a new fingerprint card will be mailed to you for prints to be taken again.
4. The fingerprint cards **will not be processed** or submitted to the KBI/FBI until a completed NAIC Uniform Application for Individual Producer License form has been submitted and appropriate fees collected. The application fee is \$30.00 and the fingerprint background check fee is \$60.00. **These fees will be collected when completing the online application form.**
 - Apply [Online](#) via Producer Desktop