



## Resident Licensing Applicant Instructions

**Step 1: Please do not submit your fingerprint impressions until a licensing application is received at the California Department of Insurance.**

**Step 2:** After submitting your license application, complete the "Applicant Information" portion of the Request for Live Scan Service. The following information must be entered in the Applicant Information portion of the form by the applicant: print your legal name and former names (if any), date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.

The "Applicant Submission" and the "Contributing Agency Information" portions of this form are completed by the California Department of Insurance (CDI) for your convenience.

**Important Note:** One set of classifiable electronic fingerprints is required for every CDI individual license applicant unless the applicant is currently licensed or held a CDI license which expired during the last 12 months.

**Step 3:** Find a location. The California Department of Justice (California DOJ) maintains a listing of Live Scan vendor locations available to the public at <https://www.oag.ca.gov/fingerprints/locations>. The California DOJ list is broken down by county.

For your convenience, CDI's contracted vendor, Accurate Biometrics, will have staff available at the CDI's Los Angeles examination site to complete the live scan fingerprinting or you may use the fingerprinting services available at PSI's test centers.

### Fees:

California Department of Justice – Applicants using a California DOJ authorized live scan fingerprinting vendor will need to pay a fingerprint fee that covers the Federal Bureau of Investigation (FBI) processing fee of \$17, California DOJ processing fee of \$32, and an additional "rolling fee" charged by the live scan vendor. The additional "rolling fee" will vary depending on the vendor and is noted on California DOJ's list of vendors. License applicants are encouraged to contact the live scan vendor in advance to verify their current operating hours, location, fees, and their acceptable method of payment (i.e. credit card, cash, ATM).

California Department of Insurance – At CDI's Los Angeles examination site, the total processing fee for the fingerprint impressions taken by CDI's contracted vendor is \$59, which includes the FBI processing fee of \$17, California DOJ processing fee of \$32, and the CDI's contractor's rolling fee of \$10. The \$59 fee is to be paid at CDI's examination site. The applicant may pay with all major credit cards: VISA, MasterCard, American Express, and Discover Card. In addition, a money order, cashier's check, company check, or personal check in the amount of \$59 made payable to "Accurate Biometrics" will also be accepted.

PSI Services LLC – At PSI's test centers, the total processing fee for the fingerprint impressions taken by MorphoTrust USA is \$68.95, which includes the FBI processing fee of \$17, California DOJ processing fee of \$32, and PSI's rolling fee of \$19.95. The \$68.95 fee is to be paid at the PSI test center. They accept money order, cashier's check, company check (made payable to MorphoTrust USA), VISA, and MasterCard. Personal checks and cash will not be accepted.

**Step 4:** The live scan vendor will complete the "Live Scan Transaction" portion on the Request for Live Scan Service form.

**Step 5:** The applicant is to keep a copy of the fingerprint form for their records. The applicant is not required to submit a copy of this completed form to CDI.



### **Non-Resident Licensing Applicant Instructions**

**Steps 1 and 2:** Follow the Resident Licensing Applicant instructions for steps 1 and 2 above.

**Step 3:** Find a fingerprint vendor location in your area. Fingerprinting can be completed at a local police agency or any vendor who is authorized to complete fingerprint impressions on an FBI fingerprint card (FD-249). Call ahead to obtain fee information.

**Step 4:** The applicant is to mail the original copy of the completed Live Scan form, the applicant's fingerprint card, and Accurate Biometrics' credit card payment form or check in the amount of \$59\* made payable to:

**Accurate Biometrics  
6080 Center Drive, Suite 600  
Los Angeles, CA 90045**

\*The cost of the Accurate Biometrics' live scan service is \$59. This fee covers the following: FBI fingerprint check fee of \$17, California DOJ fingerprint check fee of \$32, and Accurate Biometrics' rolling fee of \$10.

**Step 5:** The applicant is to keep a copy of the fingerprint form for their records. The applicant is not required to submit a copy of this completed form to CDI.

### **1033 Consent Waiver (18 U.S.C. §1033) Applicants**

The applicant is to follow steps 1 through 3 in the Resident Licensing Application Instructions if the applicant is a California resident, or follow steps 1 through 4 in the Nonresident Licensing Application Instructions if the applicant is a nonresident California applicant.

**Important Note:** The original and two copies are to be made of the completed Request for Live Scan Service form. The applicant is to keep a copy of the fingerprint form for their record.

Mail the second copy of the form to:

**California Department of Insurance  
Producer Licensing Background Section  
320 Capitol Mall  
Sacramento, CA 95814-4309**



### Credit Card Payment Form

\* Denotes Required Fields

**Applicant Name**

\* Name

(as it appears on credit card)

Company Name (if applicable)

\* Billing Address

Billing Address 2

\* City

\* State/Province

\* Postal (ZIP) Code

\* Country

\* **Credit Card #:**

\* Expiration Date (MM/YYYY)

\* CVC Code:

\* Total Amount To Be Billed To Credit Card: \$59

\* Card Holder Signature \_\_\_\_\_

**Accurate Biometrics – 6080 Center Drive, Suite 600, Los Angeles, CA 90045**