

DEPARTMENT OF INSURANCE

ADMINISTRATION & LICENSING SERVICES BRANCH
PRODUCER LICENSING BUREAU
320 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 322-3555
(916) 327-6907 (FAX)
www.insurance.ca.gov

**NOTICE**

To: Admitted Insurers and all Other Interested Parties

Date: September 28, 2007

Subject: Fingerprint Fee Reduction - California Resident and Non-Resident Insurance Producers

Effective October 1, 2007, the FBI's share of the fingerprint processing fee will be reduced from \$24 to \$19 for California insurance producer license applicants. All California resident and non-resident insurance producer applicants are required to submit fingerprint impressions to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) for completion of a background check before the California Department of Insurance (CDI) can complete processing their application.

California Resident Applicants

For California resident producer applicants, the CDI encourages applicants to obtain their fingerprint impressions prior to taking the examination to minimize the risk that the license issuance will be delayed while awaiting the results from both the DOJ and the FBI. The DOJ maintains a listing of authorized Live Scan Fingerprinting vendors that are available to California resident license applicants. The DOJ list is broken down by county. This list is available at the following website: <http://ag.ca.gov/fingerprints/publications/contact.php>.

The total fee for obtaining fingerprint impressions is calculated as follows: FBI processing fee of \$19, DOJ processing fee of \$32, and an additional "rolling fee" charged by the DOJ authorized vendor. The additional "rolling fee" will vary depending on the vendor and is noted on DOJ's listing of authorized Live Scan Fingerprint 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).

For those applicants who choose to obtain their fingerprint impressions at the CDI's examination sites (i.e. Los Angeles, Sacramento, San Diego, San Francisco), the total processing fee for the fingerprint impressions taken by CDI's contracted vendor will be reduced from \$65.95 to \$60.95. This fee consists of the FBI and DOJ processing fees noted above as well as the CDI's contracted vendor's "rolling fee" of \$9.95. The applicant may pay by check or VISA/MasterCard. Cash will not be accepted.

Applicants Who Are Not Residents of California

Non-resident producer applicants can obtain fingerprint impressions at a location outside of California. These fingerprint impressions can be taken by a law enforcement agency (e.g. police department, sheriff's office) or an authorized fingerprint vendor on a standard fingerprint card. The fingerprint card is available from the law enforcement agency that you contact to obtain your fingerprints or you can request fingerprint cards from the CDI by calling (916) 492-3570 to leave your name and address where the cards are to be sent.

After obtaining your fingerprint impressions onto fingerprint cards, you will need to submit those cards to the CDI's contracted live scan vendor so that they may be scanned and electronically submitted to the DOJ. Please follow the instruction on the CDI's Web site at <http://www.insurance.ca.gov/0200-industry/0020-apply-license/0200-indiv-non-resident/app-requirements.cfm> to ensure that your fingerprint impressions are properly recorded and sent to the appropriate fingerprint vendor.

Please visit the CDI's Website at www.insurance.ca.gov for more information regarding the fingerprint requirements. If you have any questions regarding this matter, please contact the Examination Section at (916) 492-3570.