

**DEPARTMENT OF INSURANCE**

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**DATE:** December 12, 2003

**TO:** All Admitted Insurers and Other Interested Parties

**SUBJECT:** Revised Fingerprint Processing Requirements

The California Department of Insurance (CDI) requires the following individuals to be fingerprinted when insurers are applying for a certificate of authority in California: officers, directors, key managerial personnel, individuals with a ten percent or more beneficial ownership of the insurer, and their ultimate controlling parents. Additionally, after becoming admitted (licensed) in California, insurers must also submit fingerprints when there is a change in officer(s) or director(s).

Presently, the CDI allows the fingerprint card with impressions to be submitted directly to the CDI for processing. However, effective January 1, 2004, the CDI will no longer accept fingerprint cards directly. Instead, fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a card that is to be sent to Sylvan Identix Fingerprinting Centers. The following options are available for fingerprint processing:

### 1. Live-Scan

Submit a live-scan fingerprint through a live-scan vendor.

Electronic fingerprints may be submitted through the vendor of your choice. However, for California residents the vendor must be able to transmit the prints electronically to the California Department of Justice.

This service may also be obtained at most law enforcement agencies. To obtain the location of live-scan fingerprinting services available in California, you may go to the Attorney General's home page at <http://caag.state.ca.us/app/>. Mobile services to your site may also be available.

The California Department of Insurance also has arrangements with Sylvan/Identix Fingerprinting Centers to provide electronic fingerprinting services. You may review a list of fingerprinting locations by contacting [www.sylvanidentix.com](http://www.sylvanidentix.com). Please call (800) 315-4507 to set up an appointment.

Individuals residing outside of California, should contact their local law enforcement agency about state-approved live scan fingerprinting services. **The vendor must be able to transmit the prints electronically to state justice departments.** The **CDI live-scan form (LIC-051-CIU)** must be printed and taken to the vendor at the time of the fingerprint appointment.

The cost of the live-scan service will include processing fees charged by the vendor (amount varies), the California Department of Justice (\$32), and the FBI (\$24).

## 2. FBI Fingerprint Card

Submit impressions on a standard FBI Fingerprint card to Sylvan/Identix Fingerprinting Centers.

Fingerprint impressions must be taken by a law enforcement agency (police department, sheriff's office, etc.) on a standard FBI fingerprint card or by an individual certified under the California Department of Justice Fingerprint Rolling Certification Program. Fingerprint cards are available from the agency or individual that is contacted to do the printing. To ensure that the fingerprint impressions are properly recorded, the number "A0042" must be entered on the fingerprint card in the space designated for the "ORI" number.

FBI fingerprint card processing for the California Department of Insurance is handled by Sylvan Identix Fingerprinting. The fingerprint card along with a check in the amount of \$74 made payable to SIFC (Sylvan/Identix Fingerprinting Centers) must be mailed directly to:

Sylvan/Identix Fingerprinting Centers  
Attention: Licensing Live Scan  
1650 Wabash Ave. Suite D  
Springfield, IL 62704

Fingerprint cards received by CDI prior to January 1, 2004, will be processed by CDI. Any fingerprint card received after January 1, 2004, will be returned to the originator.

Please note: There is a time delay associated with utilizing the fingerprint cards as well as an increased chance of rejection. Therefore, **please use live-scan whenever possible.**

Please contact Keith Kuzmich, Acting Chief, Licensing Services Division at (916) 492-3010 should you have any questions concerning these procedural changes to the fingerprint requirements.

Dennis C. Ward  
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