RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

To: **Admitted Insurers, Non-Resident Individual Insurance Agents, Brokers, Adjusters, Business Entities, Education Providers and Other Interested Parties**

FROM: **Licensing Services Division**

DATE: **October 15, 2026**

SUBJECT: **New Fingerprint Services for California Non-Resident License Applicants and Company Officers and Directors**

Background

The California Department of Insurance's (Department) *Non-Resident Applicants to File Fingerprint Impressions* web page states that non-resident agents, brokers, and adjusters must submit fingerprint impressions for a background check through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) before the review of their license applications can be completed.

In addition, the *Instructions for Insurance Company Officers and Directors, LIC-051-CIU,* requires non-resident officers and directors to submit the California DOJ Request for Live Scan Services, Form BCIA 8016-CIU and the FBI Fingerprint card (FD-258) to complete their fingerprinting requirements.

Recently, the Department selected Secure Screening Solutions Inc., dba Capital Live Scan (CLS), to provide fingerprinting services for California's non-resident license applicants and Insurance Company Officers and Directors.

New Fingerprint Fees

Effective immediately, CLS will receive and transmit FBI Fingerprint hard card (FD-258) impressions for non-resident license applicants and non-resident company officers and directors to the DOJ and FBI at a rate of **$72**. This fee includes:

- **$17** for the FBI processing fee
- **$32** for the DOJ processing fee
- **$23** for CLS's fee

Submitting Non-Resident License Applicant FBI Fingerprint Cards (FD 258)

For California non-residents license applicants who are required to submit fingerprints, please complete the following steps to submit your fingerprint:

Step 1 - After submitting a license application, have a law enforcement agency or authorized vendor complete two separate and distinct (not copies) standard FBI fingerprint cards (FD-258).

Step 2 - Schedule a hard-card Live Scan appointment through the CLS Applicant Hard Card Fingerprint Services.

Please note: This process is for the registration and payment for non-resident hard card fingerprints received at CLS. The non-resident applicant's and the company officer or director prints will be processed, regardless of your appointment time.

Step 3 - After completing the registration, please include the following items for CLS processing and submission of the non-resident hard card fingerprints to both the DOJ and the FBI:

1) A DOJ Request for Live Scan, BCIA 8016, with the Applicant Information completed
2) Printout the Payment ID from the portal that must contain the QR code
3) Two separate fingerprint cards (i.e., two district prints – not copies)
4) A copy of the non-resident applicant's government approved identification

Step 4 - Mail the complete packet to the following address:

Capital Live Scan
5706 Broadway
Sacramento CA 95820

For Company Officers and Directors, please review the instructions for Insurance Company Officers and Directors, LIC 051-CIU, fill out the California DOJ Request for Live Scan Service (Form BCIA 8016 CIU). Print and take Form BCIA 8016-CIU to a local police agency or authorized vendor to obtain two separate FBI fingerprint cards (FD-258). Officers and Directors are complete steps 2, 3, and 4 above to submit their fingerprint impressions.

Please include your contact information for CLS to reach you if there are issues with your hard card fingerprint submission. Packets missing any of the above listed information will not be processed.

Fingerprinting Process

For more information on the fingerprinting process, visit the Department's Non-Resident Applicants to File Fingerprint Impressions web page.

Questions

For specific questions about this notice, please email the Licensing Processing Section or call the Department's Licensing Hotline at (800) 967-9331.