

DEPARTMENT OF INSURANCE

ADMINISTRATION & LICENSING SERVICES BRANCH
LICENSING SERVICES DIVISION
300 CAPITOL MALL, 16TH FLOOR
SACRAMENTO, CA 95814
(800) 967-9331
(916) 327-6907 (FAX)
www.insurance.ca.gov

**NOTICE**

TO: Insurance Producers, Adjusters, Bail Agents, Admitted Insurers, Education Providers and Other Interested Providers

DATE: April 2, 2018

SUBJECT: Fingerprint Fee Increase

Background

All California resident insurance producers, adjusters, and bail agent applicants are required to submit fingerprint impressions for a complete background check through the California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) before the California Department of Insurance (CDI) can complete its application processing. In addition, non-resident insurance producers and adjusters applicants who were not previously fingerprinted as a condition of obtaining an insurance producer license in their resident state must submit fingerprint impressions for the complete background check stated above.

CDI's contract with its current fingerprint vendor expires April 30, 2018 and cannot be renewed or extended, which required CDI to complete the competitive bid process for a new vendor. Through the competitive bid process CDI was able to select the fingerprint vendor that met CDI's specifications for qualifications, achievements, timeliness, responsiveness and the fingerprint rolling fee. CDI received several responses and selected Accurate Biometrics, CDI's current fingerprint vendor.

New Fingerprint Fees

Effective May 1, 2018, the fingerprint rolling fee will increase from \$9.30 to \$10 per set of fingerprint impressions. The total processing fee for resident applicants to submit fingerprints taken at CDI's Los Angeles examination site and for non-resident applicants to submit their fingerprints using fingerprint cards will increase from \$58.30 to \$59. The fee breakdown includes the FBI processing fee of \$17, DOJ processing fee of \$32 and Accurate Biometrics' fingerprint rolling fee of \$10. Please note that this fee increase does not affect the fingerprint rolling fees at PSI Services, CDI's contracted examination vendor.

Additional information regarding the fingerprint process can be found on CDI's website at www.insurance.ca.gov, select Agents & Brokers, Applying for a License, Individual Resident License, and [Obtaining Fingerprint Impressions](#). For non-resident fingerprint requirements, select Individual Non-Resident License and [Non-Resident Fingerprint Requirements](#).

Questions

For specific questions regarding this Notice, please email the [Producer Licensing Bureau](#) or call CDI's Licensing Hotline at (800) 967-9331. Please be sure to include your name, telephone number, application identification number or insurance license number and e-mail address in all correspondence with the CDI.