

Fingerprint Requirements and Instructions

Most licensees and registrants are required to undergo a background check. The fingerprint requirement is authorized in Texas Insurance Code §801.056 and amended 28 TAC §1.501 and §§1.503 – 1.509. The complete text of the rule may be accessed at <http://www.tdi.texas.gov/rules/2006/1003e-059.html>.

Applicants who wish to claim an exemption from the fingerprint requirement based on 28 TAC §1.504(b), must provide information on the type of license application or TDI filing with which the fingerprints were submitted, and the date the fingerprints were submitted to TDI.

Fingerprint cards are not accepted by TDI. Any fingerprint cards received by TDI, will be returned to sender, at sender's expense.

The [FAST Pass Form](#) (for electronic fingerprint appointment) and [Fingerprint Card Scan Authorization Form](#) are available from the department's website, <http://www.tdi.texas.gov/forms/form11.html>.

The department strongly encourages all applicants to utilize electronic fingerprinting through approved vendors as authorized under the rule. Electronic fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of your submission.

Fingerprints provided for this application will be used to check criminal history records of the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation, in accord with applicable statutes.

Electronic Fingerprinting

The general process for electronic fingerprinting is:

1. Print and complete the FAST Pass form from TDI's website, [FAST Pass Form](#) (for electronic fingerprint appointment). You will need information from the FAST Pass form to make your electronic fingerprint appointment.
2. Schedule an appointment to be electronically fingerprinted. You must schedule a fingerprint appointment by visiting www.identogo.com (IdentoGO Centers By MorphoTrust USA, formally known as L-1 Enrollment) or by calling 1-888-467-2080. The vendor has 90+ Texas locations, including the Pearson VUE testing centers which administer the TDI agent/adjuster licensing examinations. Pursuant to DPS requirements on the vendor, you will be photographed as part of the fingerprint process. You must pay the fee of \$39.70 to the vendor in a manner that is acceptable to the vendor. See the FAST Pass form for complete instructions for obtaining an electronic fingerprint appointment.
3. Arrive at your scheduled appointment with your FAST Pass form. After your fingerprints and photograph are taken, the technician will give you a receipt stating that you were fingerprinted. Do not throw away the receipt; this is your evidence that you were fingerprinted. You will not be given a copy of your fingerprint card. Your fingerprints will be sent electronically to DPS and the FBI.
4. Attach a copy of the fingerprint receipt to your TDI application. A FAST Pass receipt must be attached to the application for each person required to provide fingerprints. Not providing a copy of the FAST Pass receipt with the application will result in a processing delay. Keep the original FAST Pass receipt for your records.

NOTE: The **FAST Pass Fingerprint receipt** will contain either a **TCN#** or **UE ID#**. The current electronic application requires the TCN#. If your FAST Pass Fingerprint Receipt contains a UE ID#, you may obtain your TCN# at <http://uenroll.identogo.com> and check the status of your fingerprint process.

DO NOT ATTEMPT TO SUBMIT AN ELECTRONIC APPLICATION BEFORE OBTAINING A FAST PASS FINGERPRINT RECEIPT.

Exception to Electronic Fingerprinting

When electronic fingerprinting is not available, the following process must be followed:

1. Print and complete the FAST [Fingerprint Card Scan Authorization Form](#) from TDI's website. ALL information requested on the FAST Fingerprint Card Scan Authorization Form MUST be provided. If the required information is not provided, the fingerprint card cannot be processed, which will result in a delay in application processing.
2. Get fingerprinted by a criminal law enforcement agency. Before arriving at the law enforcement's office, obtain a fingerprint card from TDI. The cards issued by TDI will include the following stamped information: Texas Department of Insurance ORI TX920540Z. ALL requested information must be provided on the fingerprint card, and you and the official taking the fingerprints must sign the card. Blank cards may be obtained from TDI by calling 512-676-6500 or e-mail request to License@tdi.texas.gov. All fingerprints MUST be captured by a law enforcement agency.
3. Make check for \$39.70 payable to vendor, MorphoTrust USA.
4. Mail the completed Fingerprint Card Scan Authorization Form, original fingerprint card and check to: MorphoTrust USA, Attn: Texas Card Scan, 3051 Hollis Drive, Suite 310, Springfield, IL 62704.
5. Wait for a FAST receipt from MorphoTrust. The receipt should be mailed to the applicant's home address. If the applicant hasn't received the receipt within a month, please contact MorphoTrust USA at 1-888-467-2080 to receive a faxed copy. The FAST receipt must be attached to the TDI filing. The FAST receipt allows TDI to locate criminal history information.

TDI cannot complete processing an application until it receives a criminal history report from DPS and FBI for all applicants who are required to provide fingerprints.

Related Archived Bulletins regarding Fingerprints

Commissioner's Bulletin [B-0043-07](#), re: Fingerprinting and Electronic Procedures (effective Oct 22, 2007)

Commissioner's Bulletin [B-0045-06](#), re: Fingerprint fee and Electronic Procedures (effective Jan 1, 2007)

For more information regarding fingerprinting requirements, contact the Agent and Adjuster Licensing Office at (512) 676-6500 or send an email to License@tdi.texas.gov.