

Finger Printing Packet & Instructions

To complete your licensing process, fingerprinting is required. Please carefully follow the steps below to avoid delays:

Step 1: Schedule Your Appointment

Contact your local or a nearby Sheriff's Office to schedule a fingerprinting appointment online. Google "County Name + fingerprinting services" for their website. Availability may be limited, so **schedule within 24-48 hours of receiving this packet.**

Step 2: Complete Your Packet

Fill out all required sections of your fingerprinting packet before your appointment. You will need to fill out **ONLY the FIRST portion of the Demographic Information on Page 1 and ALL of Page 3. Do not sign any sections that require an official witness unless instructed.**

Step 3: Bring Your Packet

You **MUST bring your fingerprinting packet with you** to your appointment. The Sheriff's Office will not provide this document.

Step 4: Bring Proper Identification

Bring a valid, government-issued photo ID (e.g., driver's license, or state ID).

Step 5: Upon Completion...

Once your fingerprints are completed, **immediately take CLEAR pictures of your prints, and each page of your completed packet and text them to your licensing coordinator.**

Important Reminders

Incomplete packets may delay your licensing process

Arrive on time for your appointment

Keep a copy of any receipts or documentation for your records

If you have questions, please contact your licensing coordinator before your appointment.

North Carolina Department of Insurance Fingerprint/Criminal Background Packet Insurance Producer

This packet contains instructions on how to submit Fingerprint/Criminal Background information to the NC Licensing Office of Pearson Vue:

The information on page 1 is needed to assist in troubleshooting any problems with your fingerprint submission from the local law enforcement agency to SBI.

Demographic Information				
SSN				
Last Name	First Name	Middle Name		
Residential Street Address	City	State	Zip Code	
Residence Phone Number	Business Phone Number	Cell Phone Number		
E-Mail Address (Personal)		E-Mail Address Business		
NIPR Transaction Number				
License Type(s)				
Law Enforcement Agency used for Live Scan		Date		
Signature of Applicant			Date	
Instructions				

- After submitting an insurance producer application at www.nipr.com
- Complete pages 1-3 of the Fingerprint/Criminal Background Packet
- Use selected local live scan location
 - Submit pages 2-3 (Electronic Fingerprint Submission Release of Information form)
 - Local live scan location will charge a fee for processing forms (fees may vary)
- Upload completed packet (pages 1-3) at NIPR.com using the ALD Additional Licensing Documents section of the Attachment Warehouse by following <https://nipr.com/licensing-center/apply-for-a-license/upload-insurance-documentation>
- If you have questions regarding this process, please contact Pearson Vue at 1-866-265-6329

ELECTRONIC FINGERPRINT SUBMISSION RELEASE OF INFORMATION

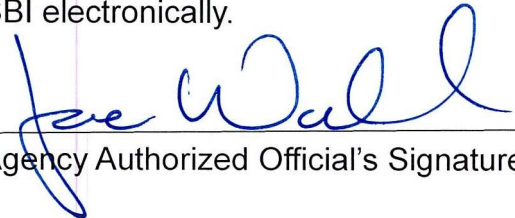
I authorize the North Carolina State Bureau of Investigation to perform a national criminal history record check in connection with my application for employment with the agency listed below.

I understand that the North Carolina State Bureau of Investigation, Criminal Information and Identification Section, the Federal Bureau of Investigation, and it's officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information.

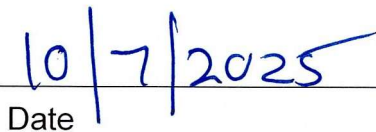
Applicant/Licensee's Signature

Date

I authorize the above named subject to be fingerprinted and have the fingerprints submitted to the SBI electronically.



Agency Authorized Official's Signature



Date

Joe Wall

Authorized Official's Printed Name

North Carolina Department of Insurance

Agency Name

INSPROD000

Agency OCA#

1204 Mail Service Center, Raleigh, NC 27699

Agency Address

(919) 807-6800

Agency Phone Number

I certify that I have taken the fingerprints of the above named subject and forwarded them electronically to the State Bureau of Investigation.

Signature of Official Taking Fingerprints

Date

☐ By checking this box, I understand my rights to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

This completed form is to be mailed to Agency listed above.
Do NOT send this form to the SBI.

APPLICANT INFORMATION

Last Name: _____

Date of Birth: _____

First Name: _____

Place of Birth: _____

Middle Name: _____

Residence: _____

Maiden Name: _____

Aliases: _____

Employer and Address: DOI – Agent
Services Division, 1204 Mail Service Center,
Raleigh, NC 27699

Sex: Male _____ Female _____

Reason Fingerprinted:
Insurance Producer License
State and Fed Search
§ NCGS 58-33-48

Race: _____
(write the appropriate letter in the space provided)

W – White, B – Black, I – American Indian
A – Asian or Pacific Islander, U – Unknown

Social Security Number: _____
(*Optional)

Your Case No. (OCA): INSPROD000

Height: _____

Type of Transaction: _____ NFUF _____

Weight: _____

NC FP Card Type: _____ OTH _____

Eye Color: _____
(write the appropriate letter in the space provided)

BLK – Black GRY – Gray MAR – Maroon
BLU – Blue BRO – Brown GRN – Green
HAZ – Hazel PNK – Pink XXX – Unknown

Hair Color: _____
(write the appropriate letter in the space provided)

BAL – Bald BLK – Black BLN – Blonde or Strawberry
BRO – Brown GRY – Gray or partially
RED – Red or Auburn SDY – Sandy

*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.