JAMES BROWN
CSI
COMMISSIONER OF SECURITIES & INSURANCE
OFFICE OF THE MONTANA STATE AUDITOR

FINGERPRINTS FOR INSURANCE LICENSING PURPOSES

The office of the Montana State Auditor, Commissioner of Securities and Insurance (CSI) requires an applicant for an insurance license to submit their fingerprints for the purpose of a state and federal criminal background check prior to being licensed. This includes applicants taking an insurance examination for the first time and those who are adding a line of authority to an existing license. Fingerprints are only valid for one year. Applicants with fingerprints older than one year must be fingerprinted again.

If you are unsure if it is necessary for you to secure and submit a fingerprint card to the Montana Department of Justice, please contact us at producerlicensing@mt.gov for clarification. No resident insurance licenses will be issued by CSI without a complete background check done through the Montana Department of Justice (MTDOJ). CSI and MTDOJ's Criminal Records Division are separate entities. Fingerprint cards and payments must be sent to MTDOJ. Fingerprint cards will not be accepted by CSI. Any fingerprint cards received by CSI will be returned and result in delaying the processing of the application.

All applicants submitting fingerprints as part of the licensing process must also complete and provide the Applicant Rights and Consent to Fingerprint Form. The form can be found **HERE**. If this form is not submitted, the processing of the application will be delayed. The form can be signed electronically and should be submitted to csiapplicantrights@mt.gov. It is important that the email subject include your first and last name. The form will populate this information from what you enter in the printed name field when you select "click here to submit."

When getting your fingerprints, please do the following:

1. Review the fingerprint card provided by the entity taking your fingerprints and ensure the following items in the sample fingerprint card displayed below are completed on the card they provide to you. The highlighted areas on the example are critical.

1a. Employer and address must read:

David Dachs, State Auditor's Office
840 Helena Ave.
Helena, MT 59601

This is to ensure completed reports are sent directly to CSI

1b. Reason Fingerprinted must include the statutory information listed below. The FBI requires that the background only be used for the statutory reason listed. ***Please list the applicable options below for the license(s) for which you apply:***

i. If applying for an **insurance producer** or **navigator** license, list **MCA 33-17-220**
ii. If applying for an **adjuster** license, list **MCA 33-17-301**
iii. If applying for a **consultant** license, list **MCA 33-17-505**

1c. ORI must read **MT920050Z, MT State Auditor**

1d. Your No. OCA must read **MTST00017**

If any of the items above are listed differently on the fingerprint card provided by the person fingerprinting you, mark it out and write in the correct information.

2. Completed cards must be mailed to the following address:

Montana Criminal Records | P.O. Box 201403 | Helena, MT 59620-1403

3. Payment of $30.00 payable to Montana Criminal Records must accompany the fingerprint card.

4. If you have questions regarding background checks, please visit the Criminal Records website at https://dojmt.gov/dci-home/background-checks/. If you have additional questions, you may contact them at dojcriss@mt.gov or (406) 444-3625.

5. Fingerprint options that may be available include:

Billings:

- Billings Fingerprints | (406) 860-3568
- Call-O-Way Fingerprinting LLC | (406) 281-3473

Helena:

- MT Criminal Records Division | (406) 444-3625

  https://dojmt.gov/dci-home/background-checks/.

Missoula:

- City of Missoula Police Department | (406) 552-6303
  https://www.ci.missoula.mt.us/446/Get-Fingerprinted/.
- Missoula County Sheriff's Office | (406) 258-4810

  https://www.missoulacounty.gov/departments/sheriffs-office/citizen-services/.

You may also contact your local Sheriff or police department directly to find out if they are offering paper fingerprint services.

6. If you are unsure of the process or have a question, please email us at producerlicensing@mt.gov.

See highlighted areas for what your fingerprint card must include: