

## Fingerprints for Insurance Licensing Purposes

Due to social distancing concerns, fingerprint services are not currently available at all test sites. As we progress through a phased reopening, the situation changes frequently. It is your responsibility as a test candidate to research if your test site is currently fingerprinting or not. If they are not offering fingerprinting services, please review the instructions listed below.

If you are unsure if it is necessary for you to secure and submit a fingerprint card to the Montana Department of Justice, please email us at [producerlicensing@mt.gov](mailto:producerlicensing@mt.gov) for clarification. **No resident insurance licenses will be issued by the State Auditor's office without a complete background check done through the Montana Department of Justice.** The State Auditor's office and the MT DOJ Criminal Records Division are separate entities. It is imperative that you send your fingerprint cards and payment to the MT Department of Justice. Please read the ENTIRE message to make sure you've completed all required steps.

If you secure your own fingerprint card, please do the following:

1. Review the sample fingerprint card displayed below-highlighted areas on the example are critical.
  - a. Employer and address must read Jeannie Keller, State Auditor's Office  
840 Helena Ave., Helena, MT 59601  
This is to ensure completed reports are sent directly to our office
  - b. Reason Fingerprinted must include the statutory information listed below. The FBI requires that the background only be used for the statutory reason listed.
  - c. ORI must read MT920050Z, MT State Auditor. If the person printing you lists another ORI, you can mark it out and write in the correct ORI.
2. Completed cards must be mailed to the following address:

**Montana Criminal Records**

P.O. Box 201403

Helena, MT 59620-1403

E-mail: [dojcriss@mt.gov](mailto:dojcriss@mt.gov)

Phone: (406) 444-3625

3. Payment of **\$30.00 to Montana Criminal Records** must accompany the fingerprint card. Please note the email and phone number for Criminal Records is provided above. They will answer questions regarding fingerprinting.
4. Please go the Criminal Records website if you have additional questions, <https://dojmt.gov/enforcement/background-checks/>

Fingerprint Options that may be available(situation may change at any time):

Update as of June 29, 2020 Pearson Vue owned test sites in Billings and Helena will resume fingerprinting. Appointments must be scheduled through Idemia. More information is available at this link, <https://home.pearsonvue.com/mt/insurance/fingerprint>

Billings: Call-O-Way fingerprinting LLC. 406-281-3473.

Helena: MT Criminal Records Division by appointment only 406-444-3625

Missoula: Pearson Vue site for test candidates only. Fingerprint only appointments not available.

You will need to contact your local Sherriff or Police department directly to find out if they are offering paper fingerprint services.

### See highlighted areas for what your card must include

|  |  |   |  |  |            |             |     |              |   |                                 |     |                  |
|--|--|---|--|--|------------|-------------|-----|--------------|---|---------------------------------|-----|------------------|
| <b>APPLICANT</b><br><small>* See Privacy Act Notice on Back</small>  |  | LEAVE BLANK<br>For FBI Use Only   |  | TYPE OR PRINT ALL INFORMATION IN BLACK   |            |             | FBI |              | LEAVE BLANK<br>For FBI Use Only                   |                                 |     |                  |
| FD-258 (REV. 3-1-10) 1110-0046   |  |   |  | LAST NAME<br>NAM                         | FIRST NAME | MIDDLE NAME |     |              |   |                                 |     |                  |
| SIGNATURE OF PERSON FINGERPRINTED<br>Applicant's Signature   |  | ALIASES AKA<br>Smith, Robert<br>(Used By Applicant)<br>Include maiden and Nicknames |  | ID OR I<br>MT920050Z<br>MT State Auditor |            |             |     |              | DATE OF BIRTH DOB<br>Month Day Year<br>01 01 1950 |                                 |     |                  |
| RESIDENCE OF PERSON FINGERPRINTED<br>Applicant's Present Address   |  | CITIZENSHIP CTZ   |  | SEX                                      | RACE       | HGT         | WGT | EYES         | HAIR  | PLACE OF BIRTH POB              |     |                  |
| DATE OF PRINTS<br>Taken  |  | SIGNATURE OF TAKER<br>Or # Of Official Taking Prints                                |  | US or Foreign Country                    |            | M           | W   | 508          | 165   | Blu                             | Bro | State Or Country |
| EMPLOYER AND ADDRESS<br>Jearnic Keller<br>State Auditor's Office<br>840 Helena Ave<br>Helena MT 59601  |  | FBI NO. FBI   |  | ARMED FORCES NO. MNU                     |            | CLASS       |     | REF          |   | LEAVE BLANK<br>For FBI Use Only |     |                  |
| REASON FINGERPRINTED<br>MtCA 33-17-220<br>Insurance Producer License<br>Or Navigator Certification   |  | SCAR, Social Security #<br>If available   |  | MISCELLANEOUS NO. MNU                    |            |             |     |              |   |                                 |     |                  |
| <p>Make A Notation In The Appropriate Finger Blocks If Applicant Is Missing One Or More Fingers For Any Reason. If Not Missing, All Ten Impressions Must Be Provided With Scars And Deformities Notated.</p>   |  |   |  |  |            |             |     |              |   |                                 |     |                  |
| 1. R. THUMB  |  | 2. R. INDEX   |  | 3. R. MIDDLE                             |            | 4. R. RING  |     | 5. R. LITTLE |   |                                 |     |                  |
| <p>Use Care And Save Time By Assuring All Impressions Are Taken In Correct Sequence, Are Legible, Fully Rolled And Classifiable. Make Sure That All Requested Data Has Been Provided. Unclear Prints Will Be Rejected. Fingerprint Cards Which Are Not Prepared Correctly Will Be Returned</p> |  |   |  |  |            |             |     |              |   |                                 |     |                  |

If you are unsure of the process or have a question, please email us at [producerlicensing@mt.gov](mailto:producerlicensing@mt.gov). If you submit your fingerprint card to the incorrect agency or provide payment to the incorrect agency, your background check will not be processed.