How to Apply for a Resident Producer License.

An insurance producer is a licensed salesperson working for an insurance agency. The main goal of the insur-ance producer is to acquire new customers and cross-sell new policies to existing customers of the agency. All individuals (producers) are required to be licensed if they sell, solicit, or negotiate (act as a producer) in-surance products in Idaho

Step 1. Decide what lines of authority (LOA) you want to sell.
For a detailed list of what is covered by each LOA click here.

- **Life:** Coverage on human lives, including benefits of endowment and annuities, benefits in the event of death or dismemberment by accident, and benefits for disability income.
- **Accident Health and Sickness** (often referred to as Health or Disability in other states): Includes accident and health or sickness insurance coverage for sickness, bodily injury or accidental death and benefits for disability income.
- **Property:** Insurance coverage for the direct or consequential loss or damage to property of every kind.
- **Casualty:** Insurance coverage against legal liability, including liability for death, injury or disability or damage to real or personal property.*
- **Personal lines**: Property and casualty insurance coverage sold to individuals and families for primarily noncommercial purposes.
- **Variable**: Life and variable annuity products, meaning insurance coverage provided under variable life insurance contracts and variable annuities. Licensees must have an active FINRA CRD number to carry the variable line.
- **Limited Lines:** Please see the Limited Lines page for information on limited lines.

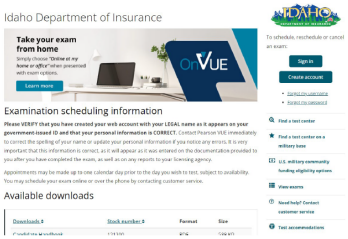
Step 2. Study for the Licensing Exam.

- Idaho does not require pre-licensing education, however, we strongly recommend reviewing the content outline for the line of authority you wish to carry.
- The department does not provide study material for the exam. A list of third party entities who do provide study material can be found on our web site.

Step 3: Decide where you want to take your Licensing Exam

- Idaho has partnered with Pearson Vue to facilitate its testing needs.
- Tests can be taken at Pearson Vue testing locations or remotely via an online proctor. For a full list of Idaho locations click here.

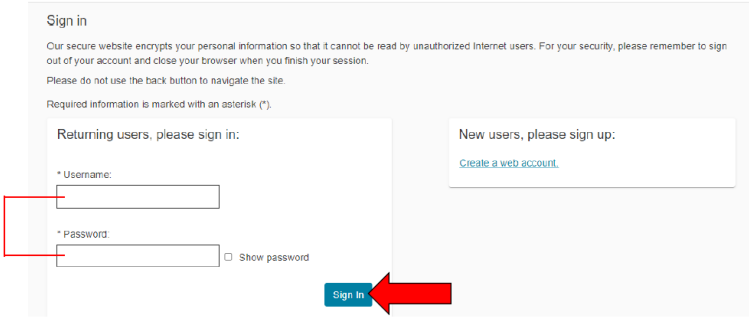
Step 4: Go to the Idaho Department of Insurance's Pearson Vue page to register for the exam. https://home.pearsonvue.com/id/insurance



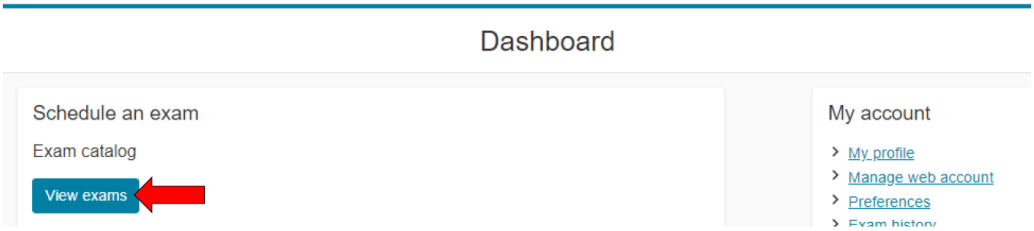
Step 5: Click "Sign in".

Note: If you do not have a Pearson Vue account you will need to select "Create account" and set one up.

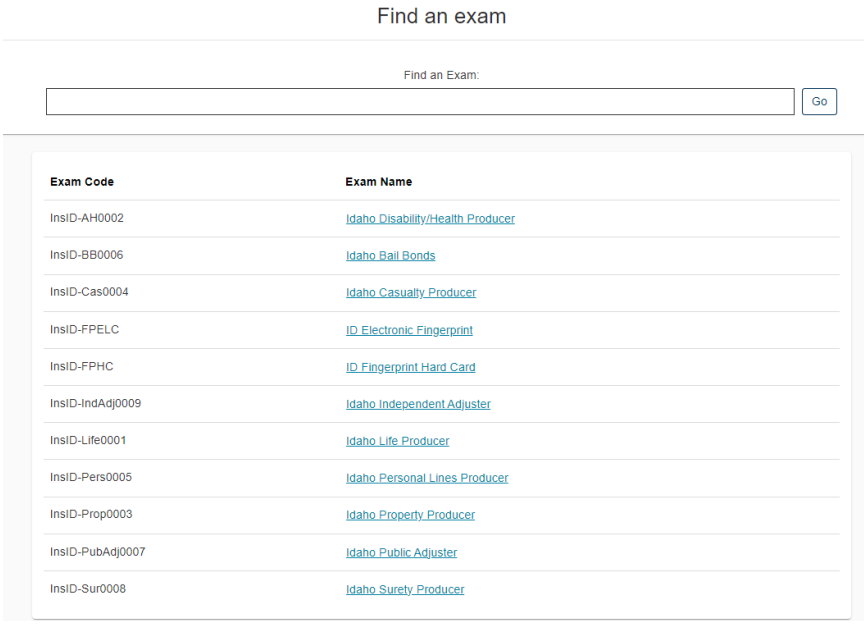
Step 6. Enter your log in information and click “Sign In”.



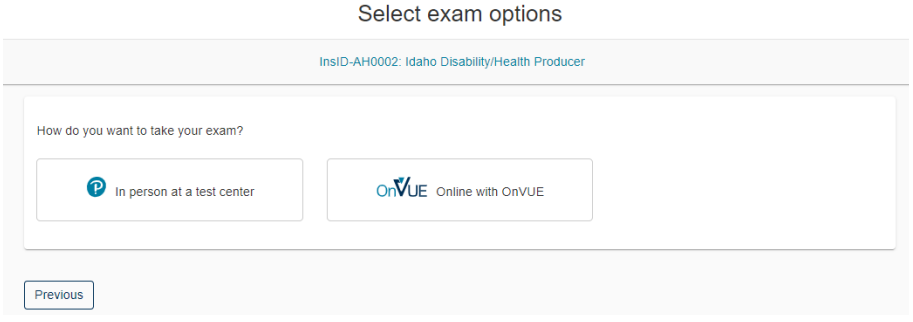
Step 7. In the “Schedule an Exam” box click, “View exams”.



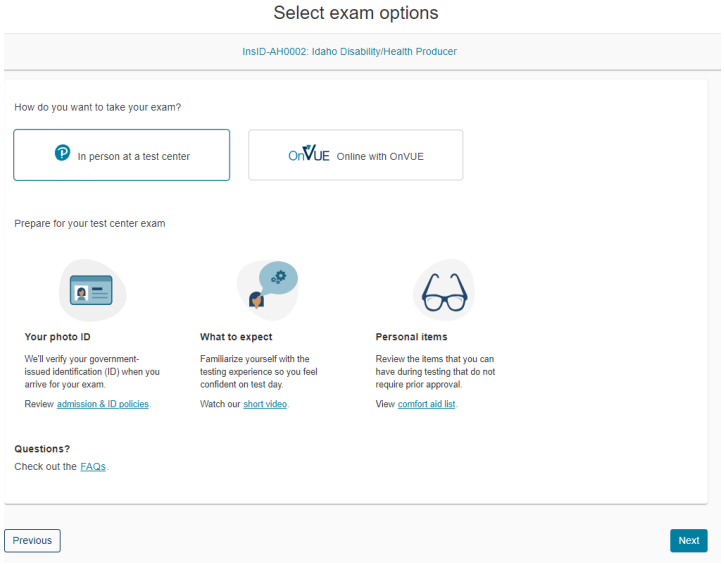
Step 8. Click on the exam you wish to take.
The exams correspond to the line of authority with the same name. Idaho does not offer combined



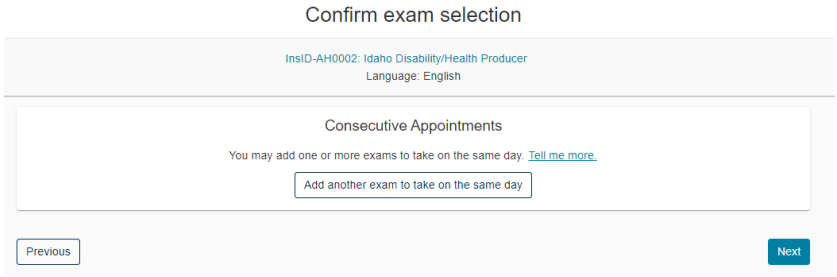
Step 9. If you want to take your exam in a test center click “In person at a test center”.
If you want to take it remotely, click “OnVUE Online With OnVUE”.



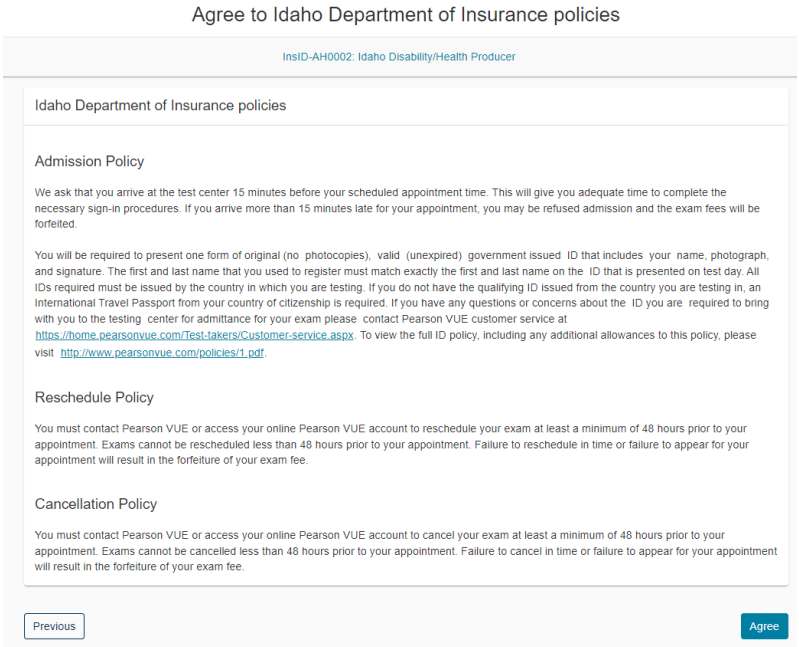
Step 10. Review the information and click “Next”.



Step 11. If you are having your fingerprints taken at the testing center, click “Add another exam to take on the same day” and repeat steps 7-9, selecting “InsID-FPELC“ as the exam, otherwise click “Next”.
Note: Same day fingerprinting is dependent on location and availability.

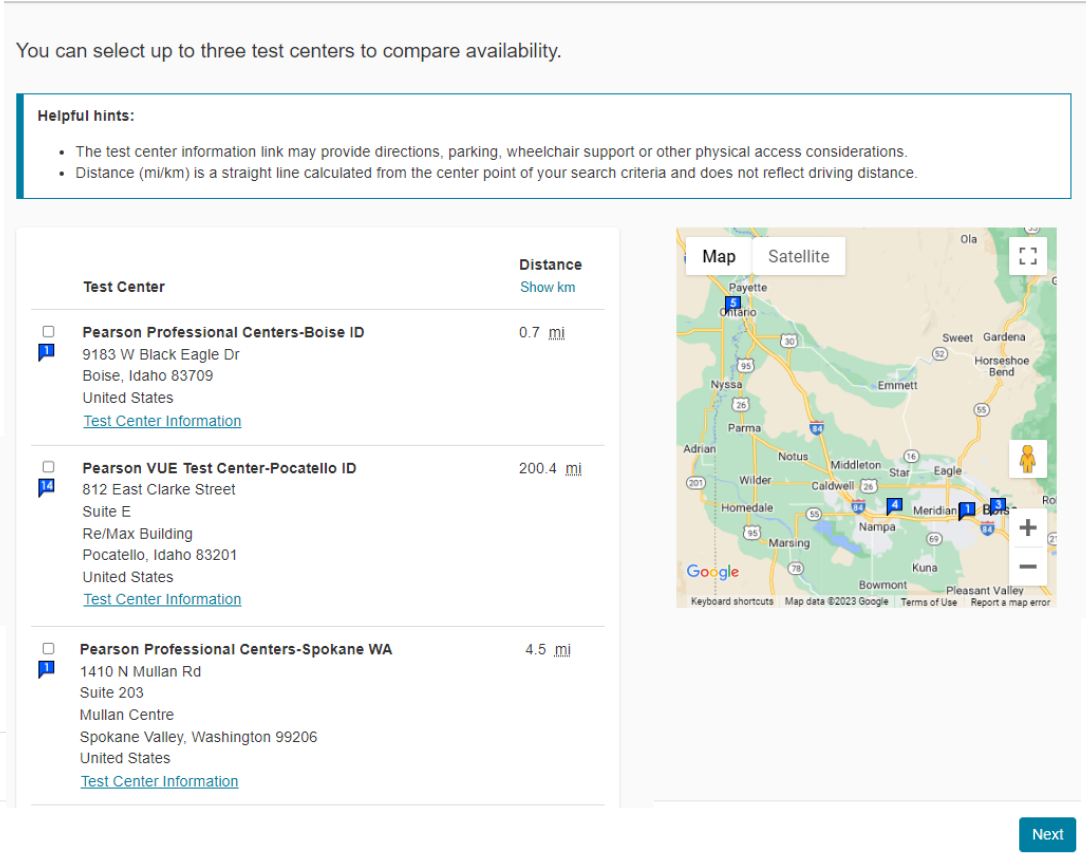


Step 12. Review the information and click “Agree”.



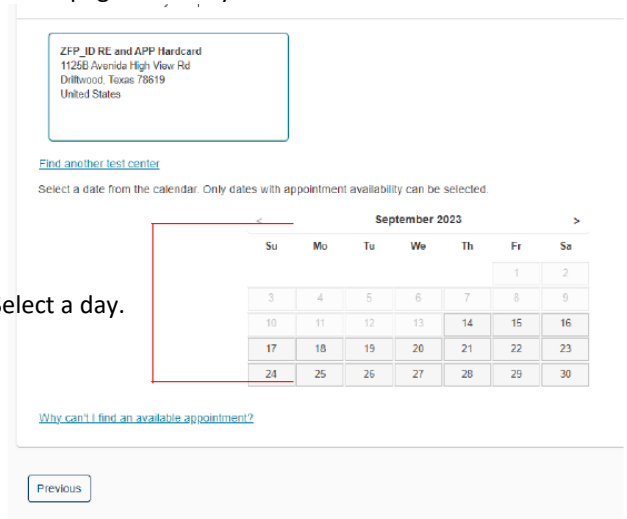
Step 13. Select your testing center and click “Next”.

If you are fingerprinting at your testing center you will have three options; Boise, Pocatello and Spokane.



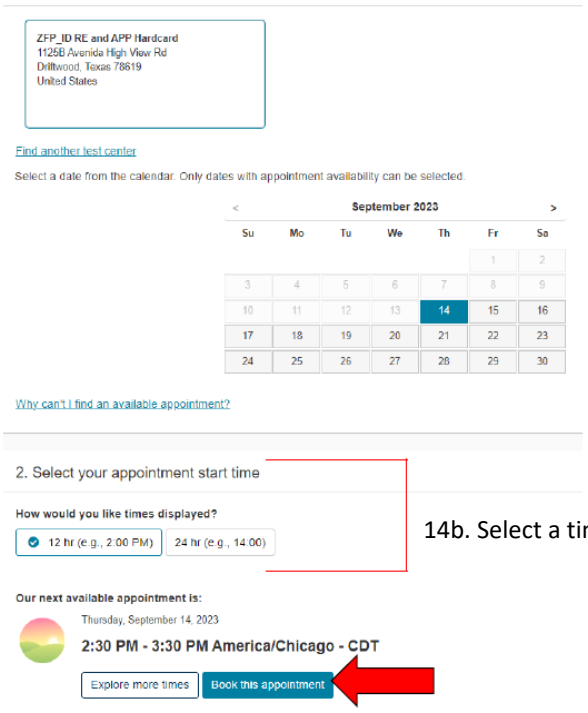
Step 14. Click on the day and time you want to take your exam, then click “Book this appointment”.

The page BEFORE you have selected a date



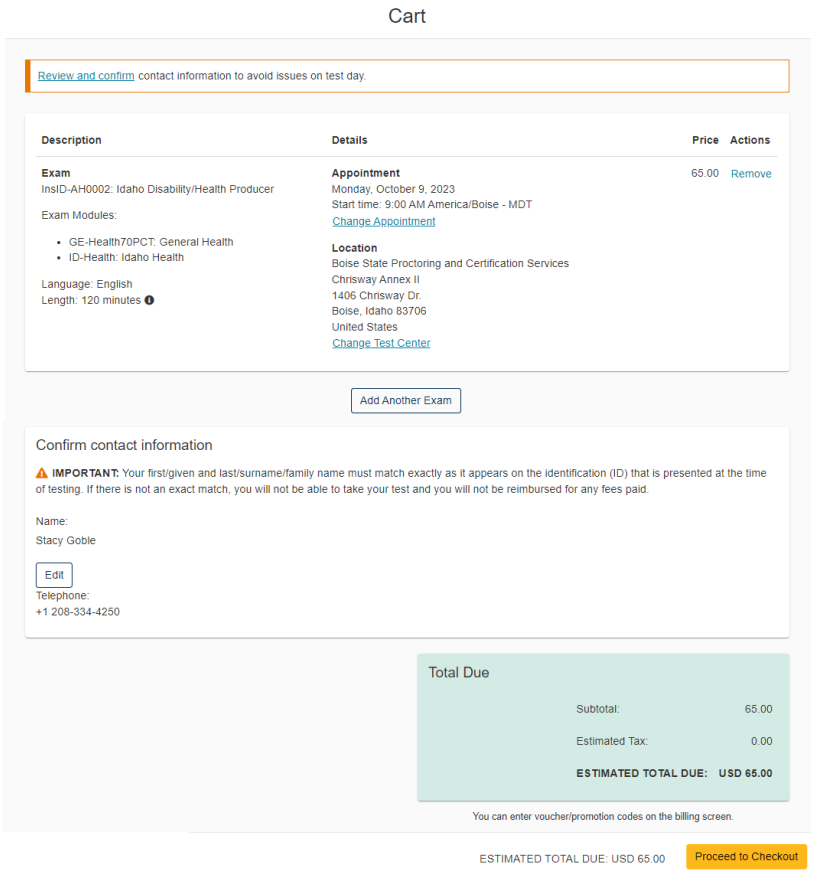
14a. Select a day.

The page AFTER you have selected a date



14b. Select a time.

Step 15. Review the information on this screen to ensure you have selected the correct options. If everything looks correct, click “Proceed to Checkout”.



Step 16. Complete the payment process.
Note: If the site is not accepting your payment, please contact Pearson Vue at 800-274-2721

Step 17. Take your exam when and where you signed up for.

Step 18. Have your fingerprints taken for a background check.

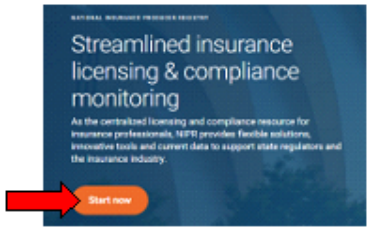
18a. If you are having your fingerprints taken at the testing center you will have them taken at the same time as testing. No further action is needed for fingerprinting.

18b: If you are NOT having your fingerprints taken at the testing center please go to page 9 of this document.

Step 19. Apply for a license using **NIPR** immediately after you have submitted your fingerprints.

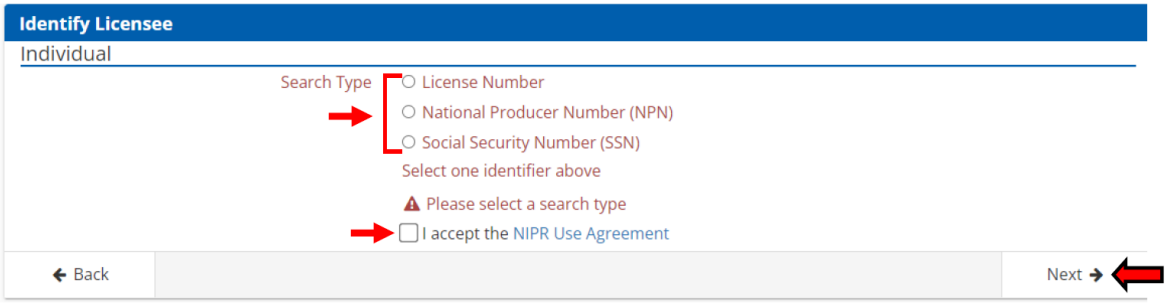
- Once you have passed the exam and submitted your fingerprints you will need to go to NIPR.com and apply for a License

Step 20. Click on “Start Now” .



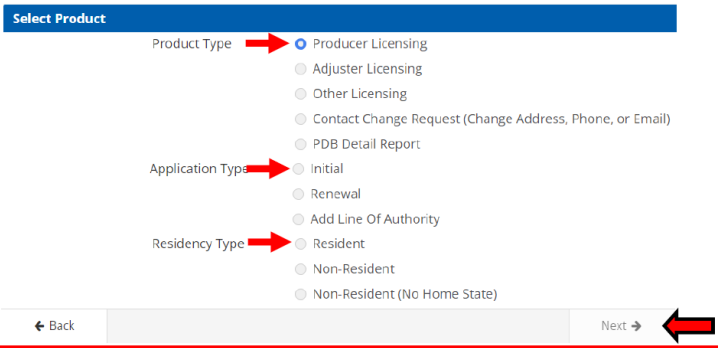
Step 21. Click on “Individual”.

Step 22. Enter the identifying information and click “Next”.

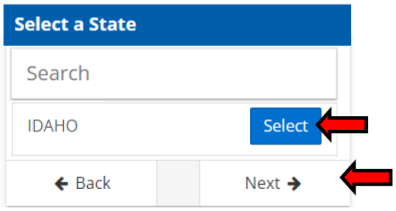


Step 23. Click "Start".

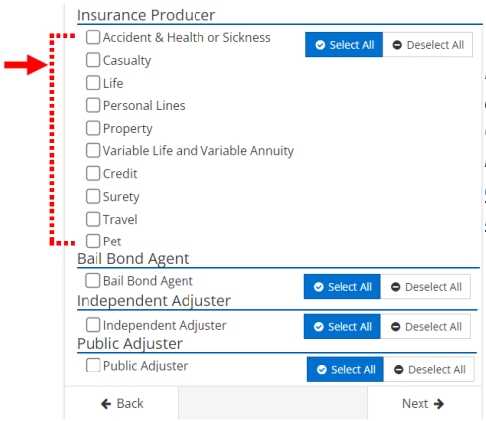
Step 24. Select the Producer Licensing, Initial and Resident buttons and click “Next”.



Step 25. Select “Idaho” from the list and click “Next”.

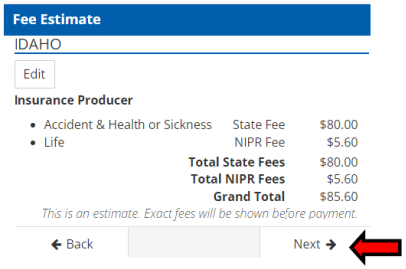


Step 26. Select the line(s) of authority whose exam(s) you have passed.

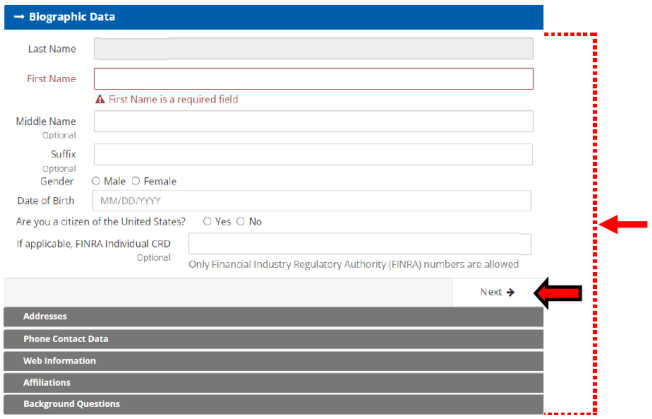


Notes: Personal Lines will not be issued if you are also applying for Property and Casualty.
Credit, Pet and Travel are limited lines and do not have exams, Instead you are required submit the attestation page from the *Limited Lines Producer Pre-Licensing Manual.*

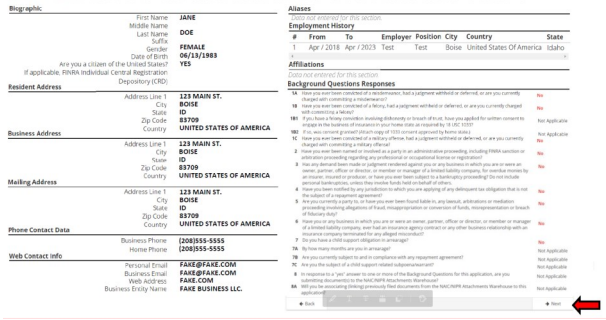
Step 27. Verify your selections and the fee.



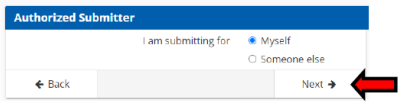
Step 28. Enter all required information in each section and click “Next”.
Each "Next" will take you to the next section.



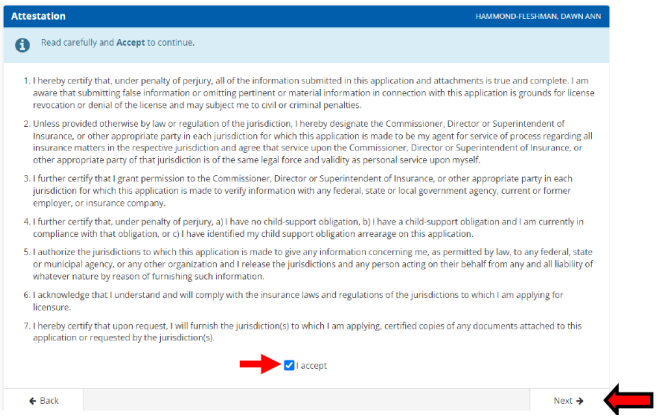
Step 29. Review the information for errors and click “Next”.



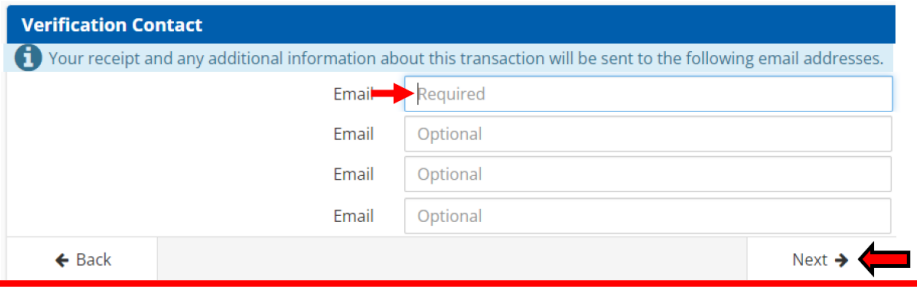
Step 30. Answer the question and click “Next”.



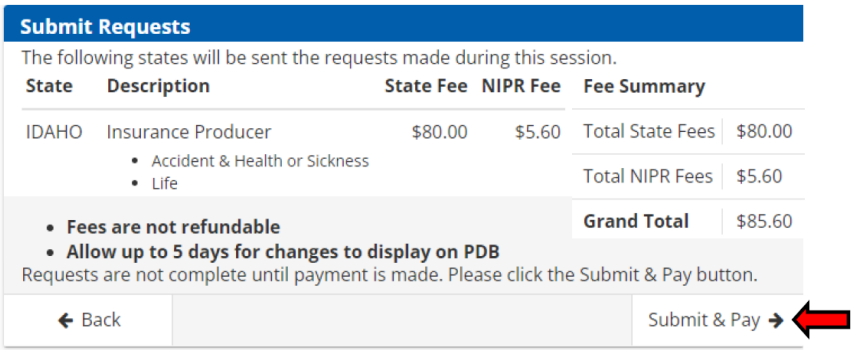
Step 31. Read the attestation and click “I accept”, then click “Next”.



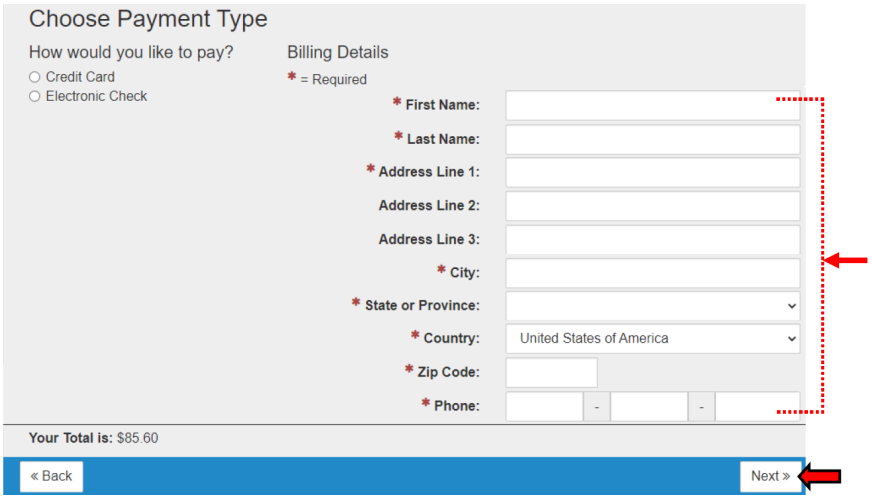
Step 32. Enter the e-mail(s) you want the transaction receipt to go to and click “Next”.



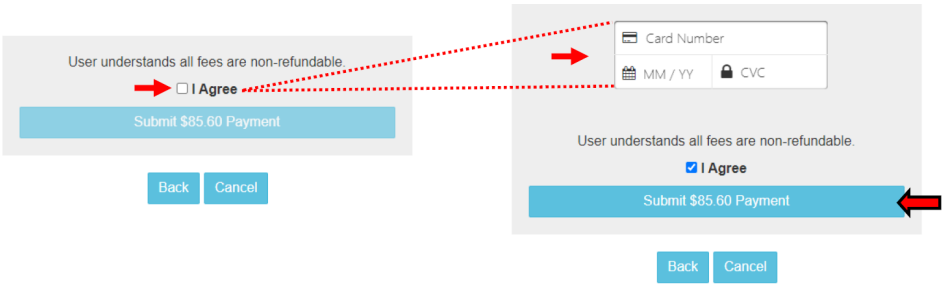
Step 33. Verify the transaction information and click “Submit & Pay”.



Step 34. Enter the payment information and click “Next” until the transaction is done.



Step 35. Click “I Agree”. Enter your payment information and click “Submit $____ Payment”.
Fees will not be refunded by either NIPR or the Idaho Department of Insurance.



Step 36. E-mail the required additional documents to agent@doi.idaho.gov or up load them to the document warehouse.

- Copy of Pass Slip(s)s from Exam(s)
- Copy of Fingerprinting payment receipt from Pearson VUE
- CHRI Request and Release form

State of Idaho
DEPARTMENT OF INSURANCE
700 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0043
Phone (208)334-4250

Request and Release - CHRI

I, the undersigned, in connection with my application for licensure by the Idaho Department of Insurance, have submitted a set of my fingerprints for the purpose of accessing and reviewing Idaho and national criminal history records that may pertain to me. In the event that any information contained therein is considered by the Department of Insurance as grounds for denial of my license application, I hereby authorize and request the Department of Insurance to send a copy of my criminal history report containing criminal history record information (CHRI to me at the address below.

The Idaho Department of Insurance and any other entity, individual, or governmental agency providing information or records in accordance with this authorization is hereby released from any and all claims and liability for any and all damages or acts that may arise following any release permitted herein, and I agree to hold harmless the State of Idaho and all employees or agents thereof.

I further acknowledge that I have been provided with a copy of the FBI Privacy Act Notice.

Please print:

Name: _____

Address: _____

City:_____ State:_____ Zip:_____

By: _____ _____
signature) (date)

Please forward this signed request to the Department of Insurance by mail or email to agent@doi.idaho.gov. We must have this completed and signed document in our hands before releasing your criminal history report. Please contact us with any questions at the email address provided.

NOTE: This request must be completed and signed by the person identified in the criminal history report. The requested report may only be sent to the person identified in the report at the postal address provided above and will be sent via certified mail, which will require a signature in order to receive it. Alternatively, it can be picked up in person with this completed form and valid government-issued photo identification. We cannot send this report via email or fax.

(Request and Release - CHRI; last revised 07/29/2021

Equal Opportunity Employer

Idaho State Police

Bureau of Criminal Identification

NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Idaho Department of Insurance that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR , Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code 67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 5 USC 552a h) . Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)
If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website.
http://www.isp.idaho.gov/BCI/documents/CRBrochure1_000.pdf

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do ☐ do not ☐ want a copy of the Privacy Act Statement

Signature of Applicant *Date*

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Federal Bureau of Investigation
Privacy Act Notice

Authority: The FBI s acquisition, preservation, and exchange of information requested by this form FBI Applicant cards or FD-258 is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Principal Purpose: Certain defeminations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on and along with this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI s permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency ies .

Routine Uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 197 4 5 USC 5 52a b and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System Justice/FBI-009 and the FBI s Blanket Routine Uses Justice/FBI-BRU . Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoptive checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional Information: The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition,, any such agency in the Federal Executive Branch has also published notice 1n the Federal Register describing any systems s , of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system s .

HARD CARD FINGERPRINT INSTRUCTIONS

The Idaho Department of Insurance **STRONGLY encourages you to use the electronic fingerprint process** if at all possible. Please see the comparison of the process below.

Hard Card Fingerprinting	Electronic Finger Printing
• Turn around time can be **over 5 weeks.**	• Turn around time is typically **3-7 days**
• You will need to find a law enforcement agency that can take the fingerprints on your own.	• Can be taken at the same time and place as your exam.
• You will need to pay: o the Pearson Vue o to have the fingerprints taken by law enforcement. o for the postage to mail them. o for any reprints.	• You only need to pay the Pearson Vue fee.
• Nobody will verify your card before you mail it and if anything is incorrect or left out you will have to pay all of it again.	• A Pearson Vue associate will make sure everything is filled out correctly.
• Increased likelihood of low-quality fingerprints. You will be responsible for the costs of getting new fingerprints.	• You are less likely to have your fingerprints rejected due to lack of quality. If there is an issue you will not be charged for additional fingerprinting.

If you choose to use the hard card fingerprint process please see the Hard Card Fingerprint Instructions
https://doi.idaho.gov/pearson-vue-hard-card-instructions/
Please note, the instructions must be followed exactly. The Department is not responsible for any additional costs generated by the applicant selecting the hard card fingerprint process.

The Department can not assist with lost, incomplete or incorrectly filled out fingerprint forms.