How to Apply for a Resident Limited Lines 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.

- Credit insurance: Credit life, credit disability, credit property, credit unemployment, involuntary unemployment, mortgage life, mortgage guaranty, mortgage disability, guaranteed automobile protection (GAP) insurance.
- Pet insurance: Insurance to cover medical expenses for pets.
- Travel insurance: Transportation baggage insurance, transportation ticket policies covering personal accident insurance. The travel limited line is only required of wholesale entities, along with their designated responsible licensed producer. Travel producers must report at application, and annually thereafter, the retail outlets and individuals authorized under the wholesaler's license, along with Idaho annual written premium for travel insurance, which can be submitted on the Department approved form.
- Portable Electronics: Portable Electronics is only available to business entities. Please review the Portable Electronics portion of our website for more information regarding this license type.
- Surety: Fidelity insurance, which is insurance guaranteeing the fidelity of persons holding positions of public or private trust.

Step 2. Read the <u>Limited Lines Producer Pre-Licensing Manual</u>

- Idaho does not require pre-licensing education.
- You will need to print and sign the attestation page of the manual.

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.

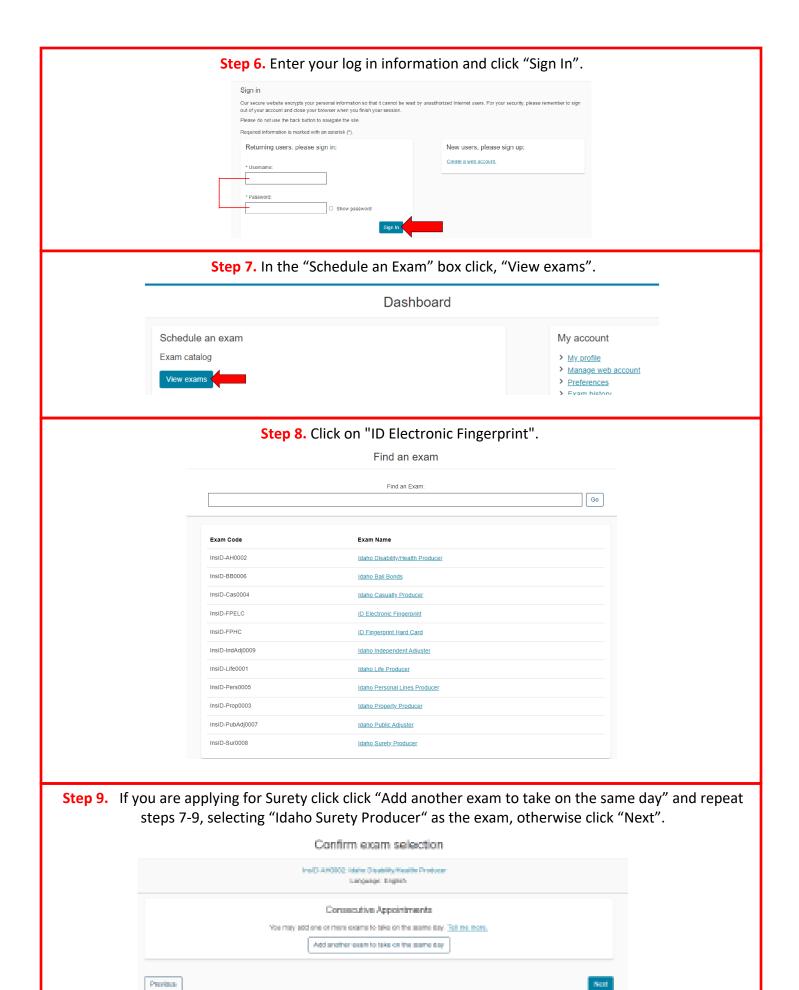
Step 4: Go to the Idaho Department of Insurance' Pearson Vue page to register for the exam. https://home.pearsonvue.com/id/insurance



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.

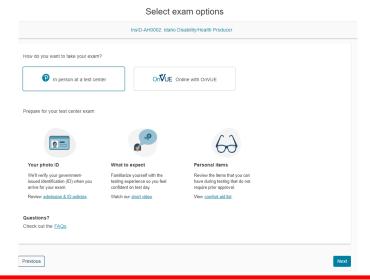




Step 10. If you are applying for Surety select if you wan t to take the exam in person or on your computer and click next. If you are not applying for Surety skip this step.

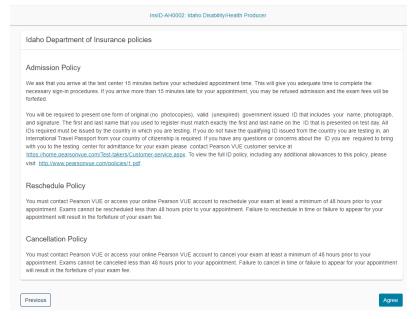


Step 11. If you are applying for Surety read the information and click "Next". If you are not applying for Surety skip this step.

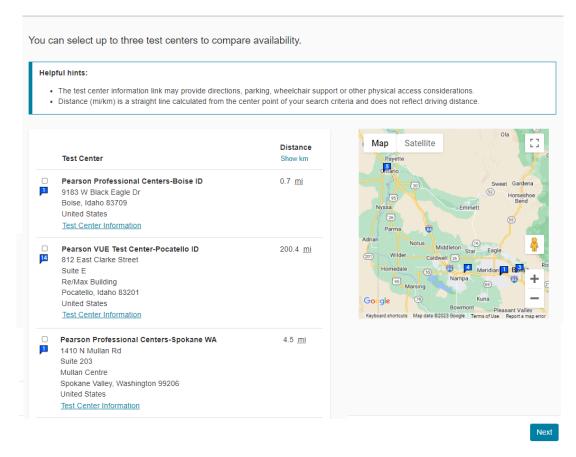


Step 12. Review the information and click "Agree".

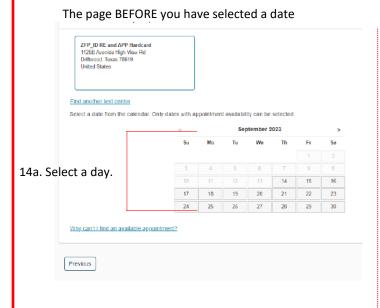
Agree to Idaho Department of Insurance policies

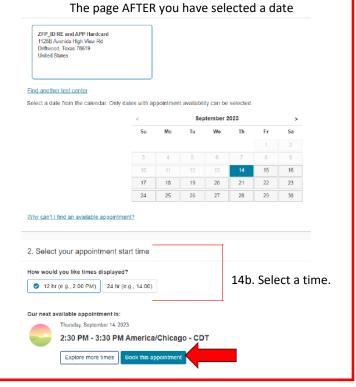


Step 13. Select your testing center and click "Next".

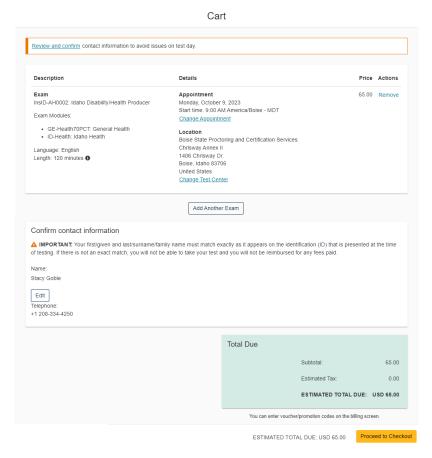


Step 14. Click on the day and time you want to take your exam, then click "Book this appointment".





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. Go to your appointment.

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

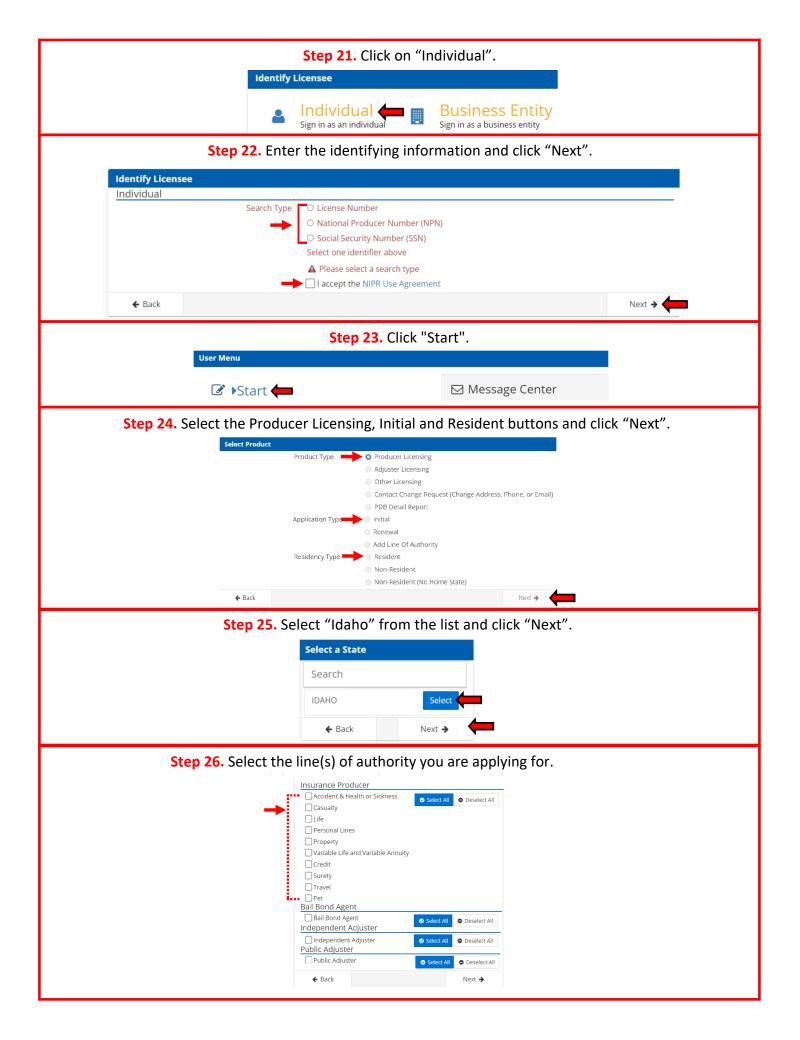
The Department STRONGLY encourages you to have your fingerprints taken at Pearson Vue

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

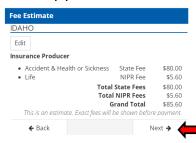
- Once you have submitted your fingerprints you will need to go to NIPR.com and apply for a License.
- If you are applying for Surety you will also need to have passed the exam.

Step 20. Click on "Start Now".

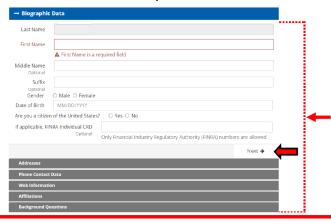




Step 27. Verify your selections and the fee.



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



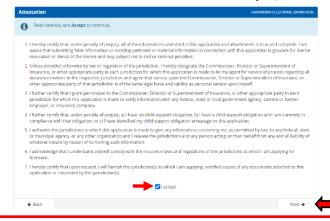
Step 29. Review the information for errors and click "Next".



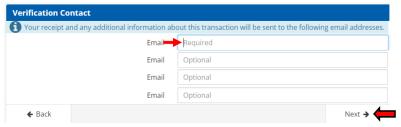
Step 30. Answer the question and click "Next".



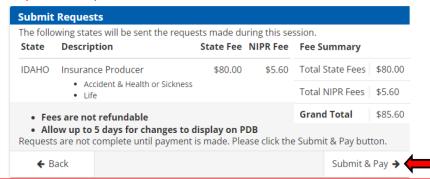
Step 31. Read the attestation and click "I accept", then click "Next".



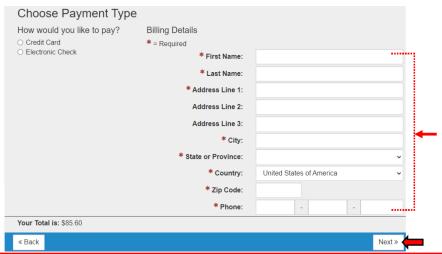
Step 32. Enter the e-mail(s) you want the transaction receipt to go to and click "Next".



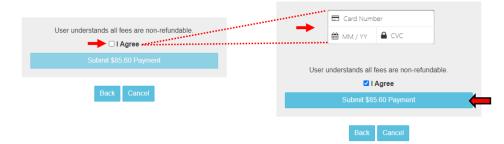
Step 33. Verify the transaction information and click "Submit & Pay".



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 the attestation page from the Limited Lines Producer Pre-Licensing Manual or if Surety is being applied for Pass Slip(s)s from Exam.
- Copy of Fingerprinting payment receipt from Pearson VUE
- CHRI Request and Release form

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

- Turn around time can be over 5 weeks.
- You will need to find a law enforcement agency that can take the fingerprints on your own.
- 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.
- 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.
- Increased likelihood of low-quality fingerprints.
 You will be responsible for the costs of getting new fingerprints.

Electronic Finger Printing

- Turn around time is typically 3-7 days
- Can be taken at the same time and place as your exam.
- You only need to pay the Pearson Vue fee.

- A Pearson Vue associate will make sure everything is filled out correctly.
- 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 the instructions are on the following pages.

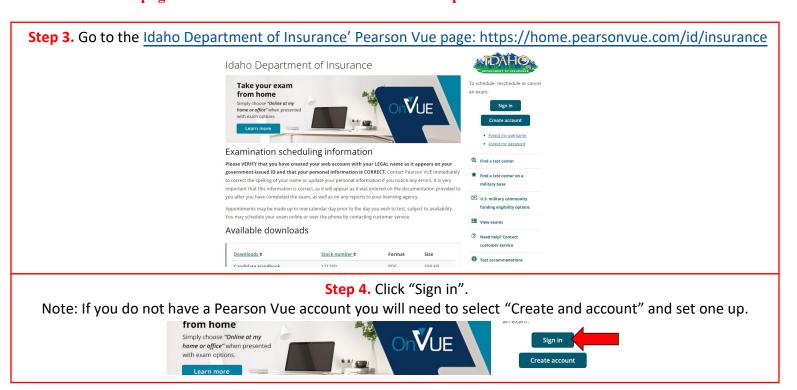
Step 1. Reach out to a law enforcement office to find out if they will take your fingerprints see what their process is.

Step 2. While at the law enforcement office fill out the hard card as shown below.

Note: the items in **RED** are required to be exactly as shown on this card, items in **GREEN** are filled in by the law enforcement agent taking your prints and, items in black you fill in with your information.

APPLICANT *See Privacy Act Notice on Back FD-258(REV.3-1-10) 1110-0046 SIGNATURE OF PERSON FINGERPR Timethy	\bigcirc		NAM	ALL INFORMATIO FIRST NAME Timothy R ID 001025	MIDDLE NAME Allen	FBI	LEAVE BLANK
RESIDENCE OF PERSON PINGE 123 Washington St Gotham City, NY, 1:	RPRINTED 1111	CITIZENSHIP CT		SEX RACE	HGT. WGT. 601 165	EYES HAIR BLU WC	DATE OF BIRTH DOB Month Day Year OF PLACE OF BIRTH POB NEW YORK
07/05/23 Office EMPLOYER AND ADDRESS Wayne Enterprises 42 Arkham Road Gotham City, NY, 11111	ficial taking fingerprints CEY Jim Gordon	FBI NO. FBI ARMED FORCES NO.		CLASS _	LE	AVE BLANK	
REASON FINGERPRINTED IDC 41-1011 Ins		SOCIAL SECURITY 111-11-1111 MISCELLANEOUS N	- 000	REF _			

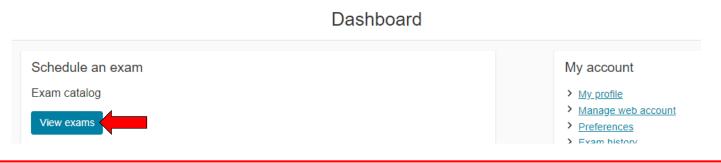
See pages 16-17 of this document for a detailed explanation of the hard card boxes.



Sign in Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users. For your security, please remember to sign out of your account and close your browser when you finish your session. Please do not use the back button to navigate the site. Required information is marked with an asterisk (*). Returning users, please sign in: * Username: * Password: Show password Sign In

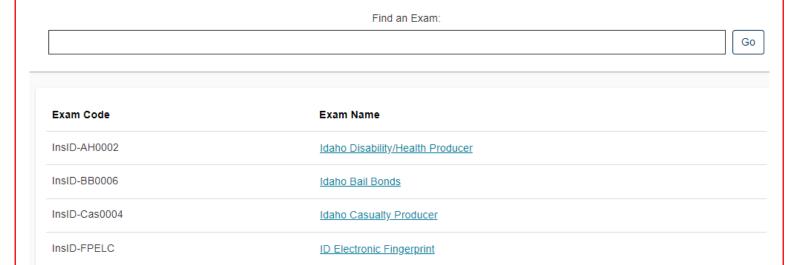
Step 6. In the "Schedule an Exam" box click "View exams".

Note: You are booking your fingerprints an time slot to be examined, you are not taking an



Step 7. Select the option whose Exam Code is "InsID-FPHC" and Exam Name is" ID Fingerprint Hard Card"

Find an exam



ID Fingerprint Hard Card

InsID-FPHC

Step 8. Click "Next".

Note: DO NOT ADD ANOTHER EXAM.

Confirm exam selection

InsID-FPHC: ID Fingerprint Hard Card Language: English

Consecutive Appointments

You may add one or more exams to take on the same day. Tell me more.

Add another exam to take on the same day

Previous



Step 9. Click "Agree".

Note: Nothing on the screen applies to Hard Card Fingerprint Examinations.

Agree to Idaho Department of Insurance policies

InsID-FPHC: ID Fingerprint Hard Card

Idaho Department of Insurance policies

Admission Policy

We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and the exam fees will be forfeited.

You will be required to present one form of original (no photocopies), valid (unexpired) government issued ID that includes your name, photograph, and signature. The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required. If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam please contact Pearson VUE customer service at

https://home.pearsonvue.com/Test-takers/Customer-service.aspx. To view the full ID policy, including any additional allowances to this policy, please visit http://www.pearsonvue.com/policies/1.pdf.

Reschedule Policy

You must contact Pearson VUE or access your online Pearson VUE account to reschedule your exam at least a minimum of 48 hours prior to your appointment. Exams cannot be rescheduled less than 48 hours prior to your appointment. Failure to reschedule in time or failure to appear for your appointment will result in the forfeiture of your exam fee.

Cancellation Policy

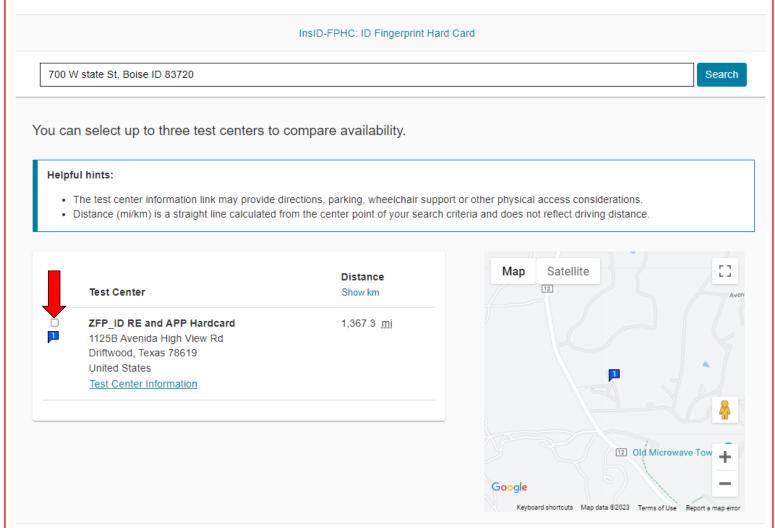
You must contact Pearson VUE or access your online Pearson VUE account to cancel your exam at least a minimum of 48 hours prior to your appointment. Exams cannot be cancelled less than 48 hours prior to your appointment. Failure to cancel in time or failure to appear for your appointment will result in the forfeiture of your exam fee.

Previous



Step 9. Only one option should be on the page. Click the button above the blue box with a white one on it and click next.

Find a test center





The 'Test Center' is in Texas.

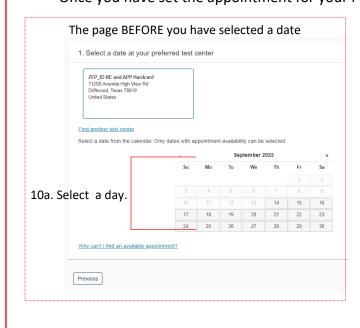
You are MAILING your fingerprints

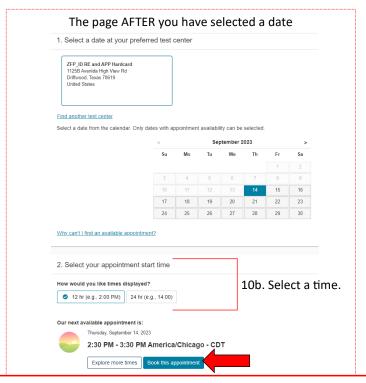
to Texas to be examined.

You are not traveling to Texas.

You are not taking an exam in Texas.

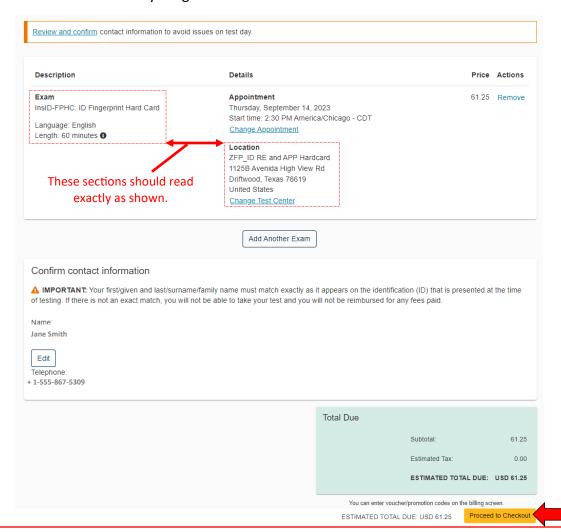
Step 11. From the dates provided select the day you plan on MAILING the fingerprints to Texas. It is important that they receive your card within 5 days of the appointment date you select. Once you have set the appointment for your Fingerprints to be mailed click "Book this appointment".





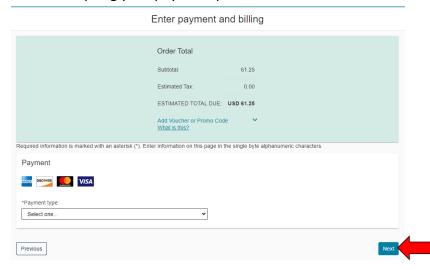
Step 12. Review the information on this screen to ensure you have selected the correct options.

If everything looks cor-rect click "Proceed to Checkout".



Step 13. Complete the payment process.

Note: If the site is not accepting your payment please contact Pearson Vue at 800-274-2721



Step 14. Print the Pearson VUE Confirmation of Payment email.

Note: Pearson Vue will e-mail you a confirmation once your purchase is finalized. You will need it twice, once when you mail the fingerprints and again to submit with your application.

Step 15. Mail completed fingerprint card and printed payment confirmation email via USPS to:

Idaho Dept. of Insurance Fingerprints

OHTI

1125B Avenida High View Rd.

Driftwood, TX 78619

Do NOT send the completed card to the Department of Insurance.

You MUST include the payment confirmation.

You MUST send it via USPS.

How to fill out fingerprint hard card

Black is the only acceptable color of ink for all required fields on the top portion of the card (NOTE: missing or incomplete information wilt cause a delay in completion of the background screening).

The following fields that MUST be completed in their entirety are:

RESIDENCE OF PERSON FINGERPRINTED: Your complete home address including house number, street name, apartment or unit number, city, state and zip code.

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: Signature of the official taking the fingerprints. The applicant DOES NOT sign here.

DATE: The date the fingerprints are taken.

SIGNATURE OF PERSON FINGERPRINTED: This must be your legal signature.

EMPLOYER AND ADDRESS: This is only if you are employed, otherwise leave blank.

REASON FINGERPRINTED: This is always **IDC 41-1011-Insurance License**.

LAST NAME NAM: Applicants legal last name.

FIRST NAME: This should be your name as it appears on your birth certificate.

MIDDLE NAME: This should be your name as it appears on your birth certificate.

ALIASES AKA: This is only required if you have used an alias such as a maiden name or a married name.

ORI: This is always **ID001025Y**

CITIZENSHIP CTZ: The country the applicant is a citizen of.

SEX: F=Female M=Male X=Unknown

RACE: **A** = Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands)

B = Black (a person having origins in any of the black racial groups of Africa)

I = American Indian or Alaskan Native (American Indian, Eskimo, or Alaskan Native)

U = Unknown (of indeterminable race)

W = White (a person having origins in any of the original peoples of Europe, North Africa, or Middle East) -Records for Hispanics should be entered with the race code most closely representing the individual.

HGT.: Height is written as 3 digits with no punctuation. For example five foot five inches is written as 505.

WGT.: Weight is rounded to the nearest pound.

EYES: BLK= Black BLU = Blue BRO=Brown HAZ= Hazel MAR= Maroon PNK=Pink GRY=Gray MUL= Multicolored GRN = Green XXX = Unknown

BRO= Brown **GRY**= Gray (or partially gray)

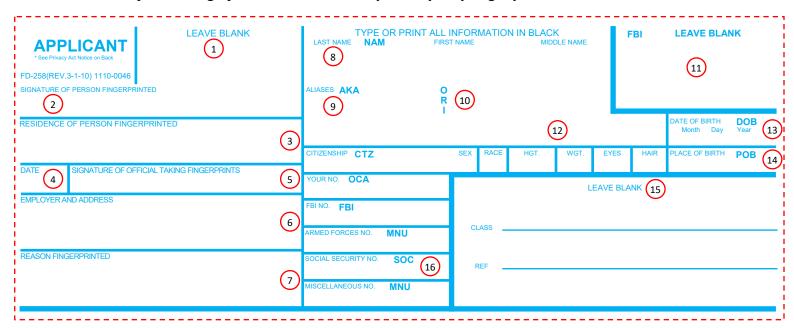
XXX=Unknown or completely Bald (Also enter BALD in the scars, marks, tattoos, and other characteristics Field (SMT))

PLACE OF BIRTH POB: The state or country where the applicant was born.

SOCIAL SECURITY NO. SOC: Applicants Social Security Number.

EXAMPLE OF A HARD CARD

Below is an example of a fingerprint hard card. Card layout may vary slightly.



- **Box 1.** Do not write in this box.
- Box 2. Signature of the applicant.
- **Box 3.** The applicants home address entered.
- **Box 4.** The date the fingerprints are taken.
- **Box 5.** Signature of the official taking the fingerprints. The applicant **DOES NOT** sign here.
- Box 6. The name of the applicants employer and the employers address.
- Box 7. This box does need to say "IDC 41-1011 Insurance License"
- Box 8. Applicants name needs to be entered in the following format: Last Name, First Name, Middle Name
- Box 9. Any aliases or alternate names the applicant has used.
- Box 10. The ORI Number will always be ID 001025Y
- **Box 11.** Do not write in this box.
- Box 12. Physical description of Applicant. This includes: Sex, Race, Height, Weight, Eye color and Hair Color
- **Box 13.** Applicants Date of Birth
- **Box 14.** Applicants place of birth.
- **Box 15.** Do not write in this box.
- **Box 16.** Applicants Social Security

Please see below for an example of a completed fingerprint card.

APPLICANT ' See Privacy Act Notice on Back FD-258(REV.3-1-10) 1110-0046 SIGNATURE OF PERSON FINGERPR Imoulty	\sim	DYAKE ALIASES AKA	Tív	NFORMATION NAME Wothy	Allen	FBI		LEAVE BLAN	lK
residence of Person Mige 123 Washington St Gotham City, NY, 1:	ERPRINTED: : 1111		1SA	SEX RACE	нст. wст. 601 165		HAIR I	DATE OF BIRTH Month Day のチ 04 PLACE OF BIRTH New Yor	DOB Year 1993 POB
07/05/23 Office EMPLOYER AND ADDRESS Wayne Enterprises 42 Arkham Road Gotham City, NY, 11112	FICIAL TAKING FINGERPRINTS CEV JIM GOVAON	FBI NO. FBI ARMED FORCES NO. IN	MNU	CLASS	L	EAVE BLANK	(
REASON FINGERPRINTED IDC 41-1011 Ins	urance License	SOCIAL SECURITY NO. 111-11-1111 MISCELLANEOUS NO.	SOC	REF					