

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 insurance 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.

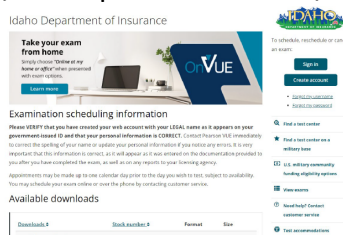
Step 2. Study for the Licensing Exam.

- 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' 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”.

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

New users, please sign up:

[Create a web account.](#)

Sign in

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

Dashboard

Schedule an exam

Exam catalog

View exams

My account

- > [My profile](#)
- > [Manage web account](#)
- > [Preferences](#)
- > [Exam history](#)

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

Find an exam

Find an Exam:

Exam Code	Exam Name
InsID-AH0002	Idaho Disability/Health Producer
InsID-BB0006	Idaho Bail Bonds
InsID-Cas0004	Idaho Casualty Producer
InsID-FPELC	ID Electronic Fingerprint
InsID-FPHC	ID Fingerprint Hard Card
InsID-IndAdj0009	Idaho Independent Adjuster
InsID-Life0001	Idaho Life Producer
InsID-Pers0005	Idaho Personal Lines Producer
InsID-Prop0003	Idaho Property Producer
InsID-PubAdj0007	Idaho Public Adjuster
InsID-Sur0008	Idaho Surety Producer

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”.

Select exam options

InsID-AH0002: Idaho Disability/Health Producer

How do you want to take your exam?

☐ In person at a test center

☐ OnVUE Online with OnVUE

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

Select exam options


InsID-AH0002: Idaho Disability/Health Producer


How do you want to take your exam?


☐ In person at a test center

☐ OnVUE Online with OnVUE

Prepare for your test center exam

 **Your photo ID**
We'll verify your government-issued identification (ID) when you arrive for your exam.
[Review admission & ID policies](#)

 **What to expect**
Familiarize yourself with the testing experience so you feel confident on test day.
[Watch our short video](#)

 **Personal items**
Review the items that you can have during testing that do not require prior approval.
[View comfort aid list](#)

Questions?
Check out the [FAQs](#).

[Previous](#) [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.

Confirm exam selection

InsID-AH0002: Idaho Disability/Health Producer
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](#) [Next](#)

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

Agree to Idaho Department of Insurance policies

InsID-AH0002: Idaho Disability/Health Producer

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](#) [Agree](#)

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

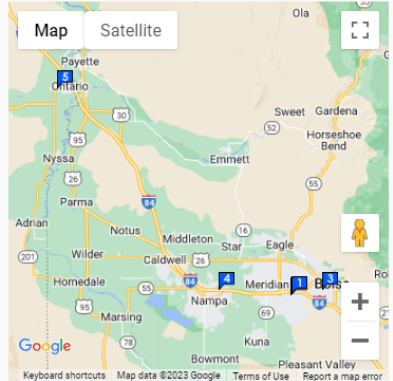
If you are fingerprinting at your testing center you will have three options; Boise, Pocatello and Spokane.

You can select up to three test centers to compare availability.

Helpful hints:

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance
<input type="checkbox"/> Pearson Professional Centers-Boise ID 9183 W Black Eagle Dr Boise, Idaho 83709 United States Test Center Information	0.7 mi
<input type="checkbox"/> Pearson VUE Test Center-Pocatello ID 812 East Clarke Street Suite E Re/Max Building Pocatello, Idaho 83201 United States Test Center Information	200.4 mi
<input type="checkbox"/> Pearson Professional Centers-Spokane WA 1410 N Mullan Rd Suite 203 Mullan Centre Spokane Valley, Washington 99206 United States Test Center Information	4.5 mi



Map Satellite

Next

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.

ZFP_ID RE and APP Hardcard
11258 Avenida High View Rd
Drillwood, Texas 78619
United States

[Find another test center](#)

Select a date from the calendar. Only dates with appointment availability can be selected.

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[Why can't I find an available appointment?](#)

Previous

The page AFTER you have selected a date

14b. Select a time.

ZFP_ID RE and APP Hardcard
11258 Avenida High View Rd
Drillwood, Texas 78619
United States

[Find another test center](#)

Select a date from the calendar. Only dates with appointment availability can be selected.

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[Why can't I find an available appointment?](#)

2. Select your appointment start time

How would you like times displayed?

☒ 12 hr (e.g., 2:00 PM) ☐ 24 hr (e.g., 14:00)

Our next available appointment is:

Thursday, September 14, 2023

2:30 PM - 3:30 PM America/Chicago - CDT

[Explore more times](#) [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”.

Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
Exam InsID-AH0002: Idaho Disability/Health Producer Exam Modules: <ul style="list-style-type: none">GE-Health70PCT: General HealthID-Health: Idaho Health Language: English Length: 120 minutes ●	Appointment Monday, October 9, 2023 Start time: 9:00 AM America/Boise - MDT Change Appointment Location Boise State Proctoring and Certification Services Chrisway Annex II 1406 Chrisway Dr Boise, Idaho 83706 United States Change Test Center	65.00	Remove

[Add Another Exam](#)

Confirm contact information

⚠ IMPORTANT: Your first/given and last/surname/family name must match exactly as it appears on the identification (ID) that is presented at the time of testing. If there is not an exact match, you will not be able to take your test and you will not be reimbursed for any fees paid.

Name:
Stacy Goble
[Edit](#)

Telephone:
+1 208-334-4250

Total Due

Subtotal:	65.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE:	USD 65.00

You can enter voucher/promotion codes on the billing screen.

ESTIMATED TOTAL DUE: USD 65.00 [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
- *While you can use third party application to apply such as Sircon, the Department can not help you if there is any issues with the transaction.*

Step 20. Click on “Go to Online Application” .

Apply for a New License

Obtaining an insurance license in your state, or other states in which you may have interest in doing business is not difficult, if you know what to expect, and can fulfill the requirements.

[Go to the Online Application](#)

Step 21. Click on “Individual”.

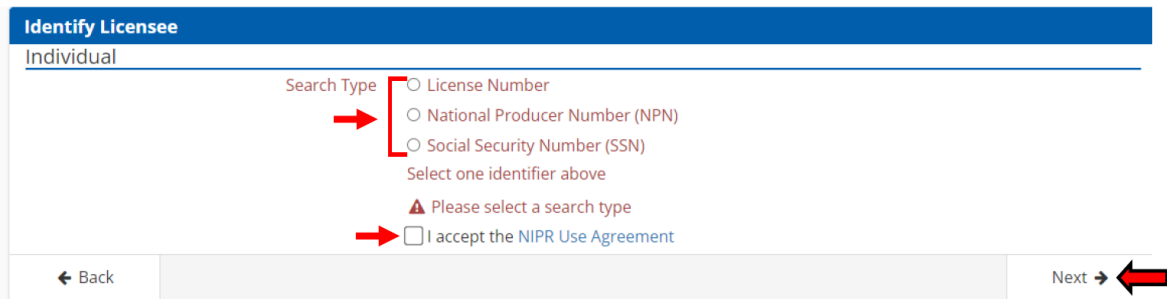


Identify Licensee

 **Individual** Sign in as an individual

 **Business Entity** Sign in as a business entity

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




Identify Licensee

Individual

Search Type

- ☐ License Number
- ☐ National Producer Number (NPN)
- ☐ Social Security Number (SSN)

Select one identifier above

 Please select a search type

☐ I accept the NIPR Use Agreement

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Step 23. Click "Start".

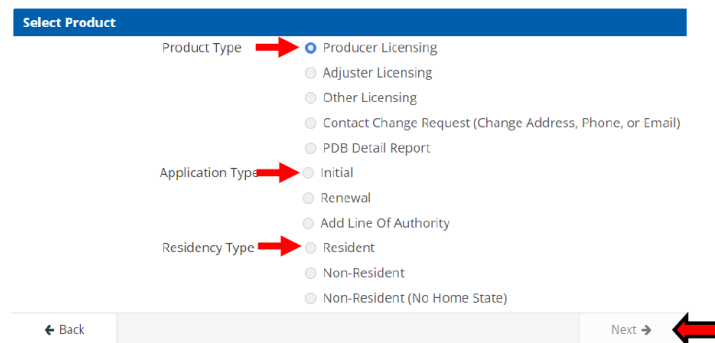


User Menu

 **Start**

 Message Center

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



Select Product

Product Type

- ☒ Producer Licensing
- ☐ Adjuster Licensing
- ☐ Other Licensing
- ☐ Contact Change Request (Change Address, Phone, or Email)
- ☐ PDB Detail Report

Application Type

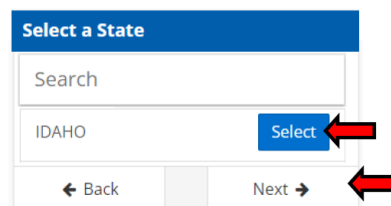
- ☒ Initial
- ☐ Renewal
- ☐ Add Line Of Authority

Residency Type

- ☒ Resident
- ☐ Non-Resident
- ☐ Non-Resident (No Home State)

Back Next

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



Select a State

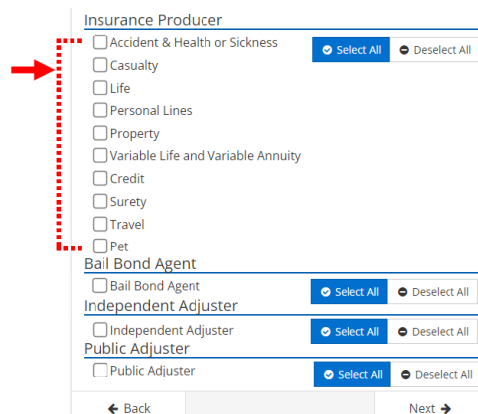
Search

IDAHO

Select

Back Next

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



Insurance Producer

- ☐ Accident & Health or Sickness
- ☐ Casualty
- ☐ Life
- ☐ Personal Lines
- ☐ Property
- ☐ Variable Life and Variable Annuity
- ☐ Credit
- ☐ Surety
- ☐ Travel
- ☐ Pet

Bail Bond Agent

- ☐ Bail Bond Agent

Independent Adjuster

- ☐ Independent Adjuster

Public Adjuster

- ☐ Public Adjuster

Back Next

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.

Fee Estimate

IDAHO

Edit

Insurance Producer

- Accident & Health or Sickness
- Life

State Fee	\$80.00
NIPR Fee	\$5.60
Total State Fees	\$80.00
Total NIPR Fees	\$5.60
Grand Total	\$85.60

This is an estimate. Exact fees will be shown before payment.

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Next →

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

→ **Biographic Data**

Last Name

First Name

▲ First Name is a required field

Middle Name

Optional

Suffix

Gender

☐ Male ☐ Female

Date of Birth

MM/DD/YYYY

Are you a citizen of the United States?

☐ Yes ☐ No

If applicable, FINRA Individual CRD

Optional

Only Financial Industry Regulatory Authority (FINRA) numbers are allowed

Next →

Addresses

Phone Contact Data

Web Information

Affiliations

Background Questions

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

Biographic

First Name: JANE

Middle Name: DOE

Last Name: FEMALE

Date of Birth: 06/25/1989

Are you a citizen of the United States? YES

If applicable, FINRA Individual CRD

Resident Address

Address Line 1: 123 MAIN ST.

City: BOISE

State: ID

Zip Code: 83708

Country: UNITED STATES OF AMERICA

Business Address

Address Line 1: 123 MAIN ST.

City: BOISE

State: ID

Zip Code: 83708

Country: UNITED STATES OF AMERICA

Mailing Address

Address Line 1: 123 MAIN ST.

City: BOISE

State: ID

Zip Code: 83708

Country: UNITED STATES OF AMERICA

Phone Contact Data

Business Phone: (208)555-5555

Home Phone: (208)555-5555

Web Contact Info

Personal Email: JANE@FAKE.COM

Business Email: JANE@FAKE.COM

Web Address: FAKE.COM

Business Entity Name: FAKE BUSINESS LLC.

Aliases

Employment History

#	From	To	Employer	Position	City	Country	State
1	Apr / 2018	Apr / 2023	Test	Test	Boise	United States Of America	Idaho

Affiliations

Background Questions Responses

1A. Have you ever been convicted of a misdemeanor, but a judge was advised or referred, or are you currently charged with committing a misdemeanor?

No

1B. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony?

No

1C. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1D. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1E. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1F. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1G. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1H. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1I. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1J. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1K. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1L. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1M. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1N. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1O. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1P. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1Q. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1R. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1S. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1T. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1U. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1V. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1W. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1X. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1Y. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

1Z. Have you ever been convicted of a felony, but a judge was advised or referred, or are you currently charged with committing a felony, but you are currently charged with committing a felony?

No

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

Authorized Submitter

I am submitting for

☒ Myself

☐ Someone else

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Next →

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

Attestation

Read carefully and Accept to continue.

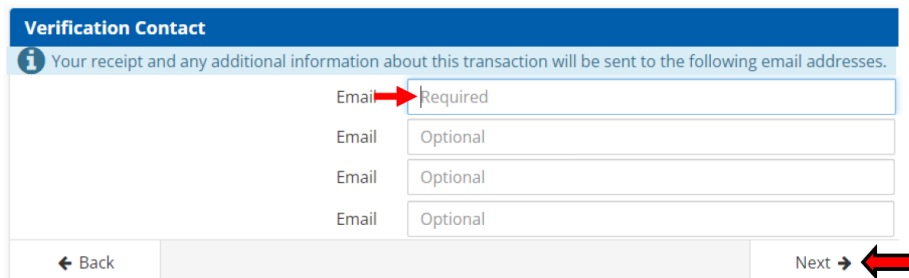
- I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
- Unless provided otherwise by law or regulation of the jurisdiction, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
- I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
- I further certify that, under penalty of perjury, a) I have no child support obligation, b) I have a child support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
- I authorize the jurisdictions to which this application is made to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
- I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).

← Back

☒ I accept

Next →

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



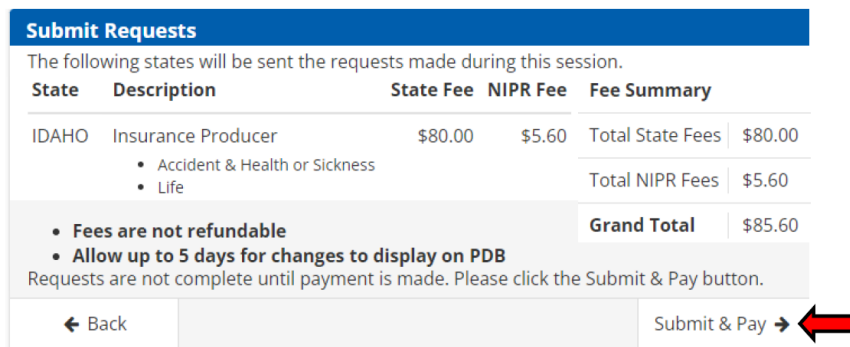
Verification Contact

i Your receipt and any additional information about this transaction will be sent to the following email addresses.

Email	Required
Email	Optional
Email	Optional
Email	Optional

← Back Next →

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



Submit Requests

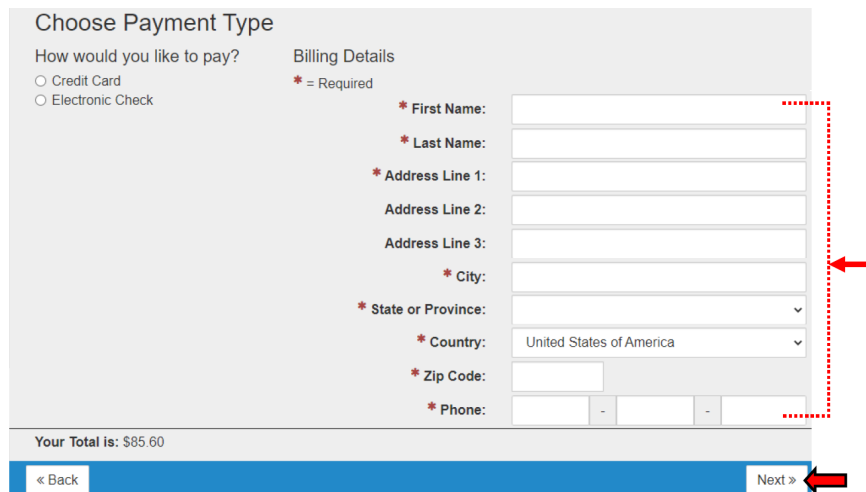
The following states will be sent the requests made during this session.

State	Description	State Fee	NIPR Fee	Fee Summary
IDAHO	Insurance Producer	\$80.00	\$5.60	Total State Fees \$80.00
	• Accident & Health or Sickness			Total NIPR Fees \$5.60
	• Life			
	• Fees are not refundable			Grand Total \$85.60
	• Allow up to 5 days for changes to display on PDB			

Requests are not complete until payment is made. Please click the Submit & Pay button.

← Back Submit & Pay →

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



Choose Payment Type

How would you like to pay?

☐ Credit Card

☐ Electronic Check

Billing Details

* = Required

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State or Province:

* Country:

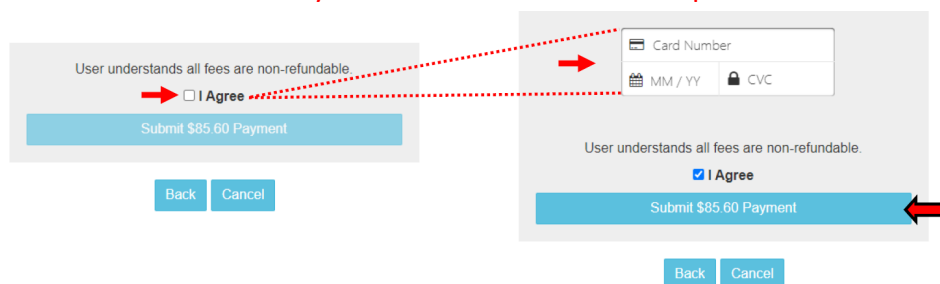
* Zip Code:

* Phone:

Your Total is: \$85.60

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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.



User understands all fees are non-refundable.

☐ I Agree

Submit \$85.60 Payment

Back Cancel

Card Number

MM / YY CVC

User understands all fees are non-refundable.

☒ I Agree

Submit \$85.60 Payment

Back Cancel

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) 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 1974 (5 USC 552a(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 in the Federal Register describing any system(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
<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">○ the Pearson Vue○ to have the fingerprints taken by law enforcement.○ for the postage to mail them.○ 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.	<ul style="list-style-type: none">• 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 please see the [Hard Card Fingerprint Instructions](https://doi.idaho.gov/pearson-vue-hard-card-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.