

Sign Up for Fingerprinting	
Step 1	Electronic Fingerprints: Skip to Step 2. Hard Card Fingerprints: Have your fingerprints put on a hard card at your local law enforcement office, as instructed at the end of this guide.
Step 2	Go to the Idaho Department of Insurance’s Pearson page to begin the fingerprinting process: https://www.pearsonvue.com/us/en/id/insurance.html
Step 3	Enter your log in info, then click “ Sign In. ”
Step 4	In the Schedule an exam box, click “ View Exams. ”
Step 5	Enter all information requested on the following pages until the transaction is confirmed.
Step 6	Electronic: Click “ InsID-FPELC ID Electronic Fingerprint ” Hard Card: Click “ InsID-FPHC ID Fingerprint Hard Card ”
Step 7	Click “ Next. ”
Step 8	Review the information, then click “ Agree. ”
Step 9	Electronic: Select a test center, then click “ Next. ” Hard Card Only: Select the Driftwood, TX address (it’s the only option).
Step 10	Electronic: Click on the day and time you want to have your fingerprints taken, then click “ Book this appointment. ” Hard Card Only: Pick the day you are MAILING your fingerprints to Texas.
Step 11	Review your information. If correct, click “ Proceed to Checkout ” and pay.
Step 12	Electronic: Go to your fingerprint appointment. Hard Card: Prepare your prints for shipping. - The envelope must be large enough to fit the card. DO NOT FOLD THE CARD. - A copy of the <u>Pearson</u> receipt MUST be included.
Step 13	Hard Card Fingerprints ONLY: Mail your fingerprints and Pearson receipt via USPS to: ZFP_ID RE and APP Hardcard 1125B Avenida High View Rd Driftwood, Texas 78619 YOU MUST USE THE UNITED STATES POSTAL SERVICE.
Filling out the Fingerprint Card	
The fingerprint card must be filled out completely and correctly to be considered. It is your responsibility to ensure all information is entered correctly. You must print clearly in black ink.	
Reason	In the Reason Fingerprinted box write: IDC 41-1011 Insurance License
ORI	In the section labeled ORI write: ID 001025Y
HEIGHT	Height is written as 3 digits with no punctuation. For example, five foot five inches is written as 505.
Weight	Weight is rounded to the nearest pound.
Eyes	Eye color abbreviations: BLK=Black GRN=Green MAR=Maroon BLU=Blue GRY=Gray PNK=Pink BRO=Brown HAZ=Hazel MUL= Multicolored XXX = Unknown
Hair	Hair color abbreviations: BLD=Bald GRN=Green RED=Red BLN=Blonde GRY=Gray SDY=Sandy BRO=Brown ONG=Orange WC=Black BLU=Blue PNK=Pink WHI=White XXX=Unknown or completely Bald
Race	Race abbreviations: 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)
This process may change without notice.	