

# 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:
  - the Pearson Vue fee
  - 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.

## Electronic Finger Printing

---

- Turn around time is typically **7-10 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. 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.**

\*The turn around times listed here are the average for each submission method. The time frame is at the discretion of the FBI and Idaho State Police. The Idaho Department of Insurance has no control over when the background check is completed and returned.

# Hard Card Fingerprint Instructions

If electronic fingerprinting is down or you do not wish to travel to a participating Pearson Vue location you can submit your fingerprints via the hard card process shown below. Please note this will increase the turn around time for your background report.

1. Have your fingerprints taken per the instructions in this document at any law enforcement office. The fingerprint cards are typically provided by the law enforcement office. If they do not provide the card one can be [printed here](#).

2. Go to the [Idaho Department of Insurance' Pearson Vue page: https://home.pearsonvue.com/id/insurance](https://home.pearsonvue.com/id/insurance)

Idaho Department of Insurance

**Take your exam from home**  
Simply choose "Online at my home or office" when presented with exam options.  
[Learn more](#)

**Sign in**  
**Create account**

- [Forgot my username](#)
- [Forgot my password](#)

Find a test center

- [Find a test center on a military base](#)
- [U.S. military community funding eligibility options](#)
- [View exams](#)
- [Need help? Contact customer service](#)
- [Test accommodations](#)

Available downloads

Downloads	Stock number	Format	Size
Candidate Handbook	131300	DNC	600 KB

3. Click "Sign in".

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

**from home**  
Simply choose "Online at my home or office" when presented with exam options.  
[Learn more](#)

**Sign in**  
**Create account**

4. Enter your log in information and click "Sign In".

Idaho Department of Insurance

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**

5. 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 exam.

## Dashboard

Schedule an exam

Exam catalog

**View exams**

My account

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

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

## Find an exam

Find an Exam:

Go

### 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](#)

7. Click "Next".

Note: **DO NOT ADD ANOTHER EXAM.** You must book the finger print examination before adding an exam for any line of authority.

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

Next

8. 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/Customet-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

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

InsID-FPHC: ID Fingerprint Hard Card


700 W state St, Boise ID 83720

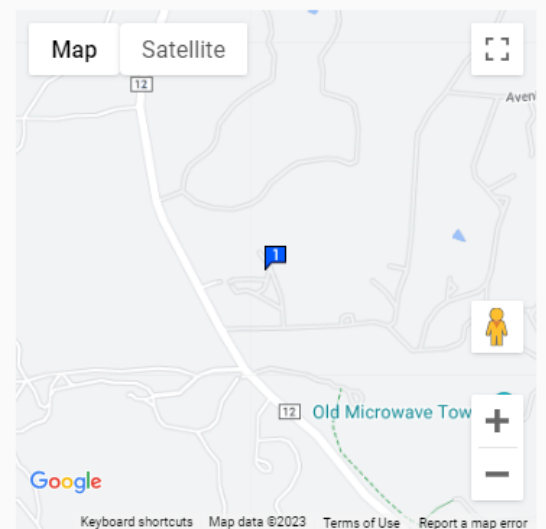
Search

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"/> ZFP_ID RE and APP Hardcard 1125B Avenida High View Rd Driftwood, Texas 78619 United States <a href="#">Test Center Information</a>	Show km 1,367.3 mi



Next

***The 'Test Center' is in Texas.***

***You ARE mailing your fingerprints to Texas for them to be examined.***

***You are not traveling to Texas.***

***You are not taking an exam in Texas.***

**10.** 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”.

### The page BEFORE you have selected a date

1. Select a date at your preferred test center

ZFP\_ID RE and APP Hardcard  
1125B Avenida High View Rd  
Driftwood, Texas 78619  
United States

[Find another test center](#)

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

September 2023

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

10a. Select a day.

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

[Previous](#)

### The page AFTER you have selected a date

1. Select a date at your preferred test center

ZFP\_ID RE and APP Hardcard  
1125B Avenida High View Rd  
Driftwood, Texas 78619  
United States

[Find another test center](#)

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

September 2023

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)

10b. Select a time.

Our next available appointment is:

Thursday, September 14, 2023



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

[Explore more times](#)

[Book this appointment](#)

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

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

Description	Details	Price	Actions
<b>Exam</b> InsID-FPHC: ID Fingerprint Hard Card Language: English Length: 60 minutes ⓘ	<b>Appointment</b> Thursday, September 14, 2023 Start time: 2:30 PM America/Chicago - CDT <a href="#">Change Appointment</a>	61.25	<a href="#">Remove</a>
	<b>Location</b> ZFP_ID RE and APP Hardcard 1125B Avenida High View Rd Driftwood, Texas 78619 United States <a href="#">Change Test Center</a>		

These sections should read exactly as shown.

[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:  
Jane Smith

[Edit](#)

Telephone:  
+ 1-555-867-5309

### Total Due

Subtotal: 61.25

Estimated Tax: 0.00

**ESTIMATED TOTAL DUE: USD 61.25**

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

ESTIMATED TOTAL DUE: USD 61.25

[Proceed to Checkout](#)

**12. Complete the payment process.**


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

Enter payment and billing


Order Total	
Subtotal:	61.25
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD \$1.25</b>
<a href="#">Add Voucher or Promo Code</a>	▼
<a href="#">What is this?</a>	

Required information is marked with an asterisk (\*). Enter information on this page in the single byte alphanumeric characters.

Payment



\*Payment type:  
Select one... ▼



**13. 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.*

**14. 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***

## Hard Card Fingerprint FAQ

### Where can I get my fingerprints taken?

If you are not having your fingerprints taken at a Pearson VUE location they must be taken by a qualified law enforcement agency (police or sheriffs office). You may want to call ahead to determine the hours of operation as well as if there are any fees associated with this service.

### Where can I get a fingerprint card?

Fingerprint cards are typically supplied by the location doing the fingerprinting. Fingerprint cards may be either the traditional ink rolled fingerprints (FBI applicant cards (FD-258) or electronically captured and printed on fingerprint cards. If they do not provide the card one can be [printed here](#).

### Why is Finger printing listed under Exams on the Pearson Vue site?

It is listed under Exams because you are reserving a spot for your fingerprints to be examined.

### The only option I'm getting is for a testing center in Texas, is that right?

Yes, the 'Test Center' is in Texas.

***You are not traveling to Texas.***

***You are not taking an exam in Texas.***

***You are not having your fingerprints taken in Texas***

***You ARE MAILING your fingerprints to Texas .***

### Is Pearson Vue taking my fingerprints at my appointment?

No. The appointment is for the day you will be **MAILING** the completed fingerprint card to Pearson Vue

### Why do I have to make an appointment if they aren't taking my fingerprints?

The appointment to mail your card it is used to ensure your fingerprints are processed in a timely manner. It provides both you and Pearson Vue a way to track the progress of your fingerprints.

### What do I do with the completed fingerprint card?

All fingerprint cards and the printed payment confirmation email need to be sent 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**

**Do not send the card before you have paid.**

### How much is the processing fee?

The processing fee is **\$65.25**. This must be paid on line **BEFORE** your fingerprint hard card is mailed in. Payment is accepted via credit or debit card on line via the [Pearson VUE on-line reservation tool](#).

### How do I fill out the fingerprint card?

Please see the information on the following pages for instructions on completing the fingerprint card.

### What do I do after I submit my fingerprints?

If you are following the "How to Apply" instructions provided by the Department of Insurance your next step will most likely be to apply on-line with [NIPR](#). For detailed instructions please refer to the "How to Apply" instructions for your [license type](#).

## 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 will 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    GRY=Gray    MUL= Multicolored    GRN = Green  
HAZ= Hazel    MAR= Maroon    PNK=Pink    XXX = Unknown

**HAIR:** BLD= Bald    PNK= Pink    SDY= Sandy    ONG= Orange    BLU= Blue    GRN= Green  
WC= Black    RED= Red (or auburn)    WHI= White    BLN= Blonde (or strawberry)  
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.

**The completed card and associated payment need to be sent 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***



# EXAMPLE OF A HARD CARD

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

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK (1)						TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK (11)			
FD-258 (REV. 3-1-10) 1110-0046		LAST NAME (8) <b>NAM</b>			FIRST NAME			MIDDLE NAME							
SIGNATURE OF PERSON FINGERPRINTED (2)		ALIASES (9) <b>AKA</b>		ORI (10)											
RESIDENCE OF PERSON FINGERPRINTED (3)		CITIZENSHIP (12) <b>CTZ</b>						SEX	RACE	HGT.	WGT.	EYES	HAIR	DATE OF BIRTH (13) Month Day Year	DOB (13)
DATE (4)	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5)		YOUR NO. (16) <b>OCA</b>		LEAVE BLANK (15)										
EMPLOYER AND ADDRESS (6)		FBI NO. (6) <b>FBI</b>		ARMED FORCES NO. (6) <b>MNU</b>		CLASS									
REASON FINGERPRINTED (7)		SOCIAL SECURITY NO. (16) <b>SOC</b>		MISCELLANEOUS NO. (6) <b>MNU</b>		REF									

- 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.

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK						TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK			
FD-258 (REV. 3-1-10) 1110-0046		LAST NAME (8) <b>NAM</b> Drake			FIRST NAME Timothy			MIDDLE NAME Allen							
SIGNATURE OF PERSON FINGERPRINTED (2) <i>Timothy Drake</i>		ALIASES (9) <b>AKA</b> Red Robin		ORI (10) ID 001025Y											
RESIDENCE OF PERSON FINGERPRINTED (3) 123 Washington St. Gotham City, NY, 11111		CITIZENSHIP (12) <b>CTZ</b> U.S.A						SEX M	RACE W	HGT. 601	WGT. 165	EYES BLU	HAIR WC	DATE OF BIRTH (13) Month Day Year 07 04 1993	DOB (13)
DATE (4) 07/05/23	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5) <i>Officer Jim Gordon</i>		YOUR NO. (16) <b>OCA</b>		LEAVE BLANK (15)										
EMPLOYER AND ADDRESS (6) Wayne Enterprises 42 Arkham Road Gotham City, NY, 11111		FBI NO. (6) <b>FBI</b>		ARMED FORCES NO. (6) <b>MNU</b>		CLASS									
REASON FINGERPRINTED (7) <b>IDC 41-1011 Insurance License</b>		SOCIAL SECURITY NO. (16) <b>SOC</b> 111-11-1111		MISCELLANEOUS NO. (6) <b>MNU</b>		REF									