



TEXAS DEPARTMENT OF INSURANCE

Financial Regulation Division - Financial Analysis Section (303-1A)

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Fingerprinting and Rejection Instructions for Applicants

Electronic Fingerprinting:

- Print and complete the FAST Pass Form found at http://www.tdi.texas.gov/forms/finagentlicense/FAST_form_final.pdf. You will need the information from the FAST Pass Form when making your electronic fingerprint appointment.
- All electronic fingerprint appointments must be made through the vendor, MorphoTrust USA. See the FAST Pass Form for vendor website link, phone number, and complete instructions to obtain an electronic fingerprint appointment. Pursuant to DPS requirements, you will be photographed as part of the fingerprint process. You must pay the fee specified on the FAST Pass Form to the vendor in a manner that is acceptable to the vendor.
- Arrive at your scheduled appointment with your completed FAST Pass Form. After your fingerprints and photograph are taken, the technician will give you a receipt. It is important to keep the receipt. Your fingerprints will be sent electronically to DPS and the FBI.
- Attach a copy of the fingerprint receipt to your application. See image on next page. A fingerprint receipt must be attached for each individual required to provide fingerprints.

Process When Electronic Fingerprinting is Not Available:

- Print and complete the FAST Fingerprint Card Scan Authorization Form found at http://www.tdi.texas.gov/forms/finagentlicense/FAST_CARD.pdf. All information requested MUST be provided. That includes sex, race, date and place of birth, home address, etc. If the required information is not provided, the fingerprint card cannot be processed.
- Get fingerprinted by a criminal law enforcement agency on an original APPLICANT fingerprint card that includes Texas Department of Insurance ORI TX920540Z. ALL requested information must be provided on the fingerprint card, and you and the official taking the fingerprints must sign the card. Blank cards may be obtained from TDI by calling **(512) 676-6500** or e-mailing a request to license@tdi.texas.gov. All fingerprints MUST be captured by a law enforcement agency.
- Mail the completed Fingerprint Card Scan Authorization Form, original fingerprint card, and check for the processing fee specified on the form to the address specified on the form.
- The vendor will mail a fingerprint receipt to you. If you fail to receive the fingerprint receipt within a month, contact the vendor to request a faxed copy. The fingerprint receipt must be attached to the TDI application. See image below.

Image of the Fingerprint Receipt to be Attached to the Application:

FAST
Fingerprint Applicant Services of Texas

1-888-467-2080

Applicant Name: _____
Last First Initial

Amount Paid: _____ Date: _____

Paid by Check Money Order Pre-Paid Acct. _____

I certify that the above amount has been paid for fingerprinting services and that fingerprints have been taken and submitted.

Operator Signature _____ Date _____

TCN #: _____ (Tx9205402)

Fingerprint Rejections:

- When an applicant's fingerprints are rejected on either the DPS or FBI level, the fingerprinting vendor will notify the applicant to schedule a reprint.
- The vendor will attempt to contact the applicant up to two times via telephone and/or email. Call the vendor to schedule a reprint appointment.
- Applicants will need to inform the vendor call center operator that they are calling to schedule a reprint because their fingerprints have been rejected, and provide the TCN number from their original fingerprint appointment.