

Applicant Fingerprinting Instructions

Effective March 1, 2012

Electronic Fingerprinting

- 1. Print and complete the FAST Pass form from TDI's web site,** http://www.tdi.texas.gov/forms/finagentlicense/FAST_form_final.pdf You will need information from the FAST Pass form to make your electronic fingerprint appointment.
- 2. Schedule an appointment to be fingerprinted.** You must schedule a fingerprint appointment by visiting <http://www.identogo.com/> or by calling 1-888-467-2080. Pursuant to DPS requirements on the vendor, you will be photographed as part of the fingerprint process. You must pay the fee to the vendor in a manner that is acceptable to the vendor. All electronic fingerprint appointments must be made by DPS' vendor, Identogo by MorphoTrust USA (L1). The vendor has 90+ Texas fingerprint locations, including the Pearson VUE testing centers which administer the TDI agent/adjuster licensing examinations. See the FAST Pass form for complete instructions to obtain an electronic fingerprint appointment.
- 3. Arrive at your scheduled appointment with your FAST Pass.** After your fingerprints and photograph are taken, the technician will give you a receipt stating that you were fingerprinted. Do not throw away the receipt. You will not get a printed fingerprint card. Your fingerprints will be sent electronically to DPS and the FBI.
- 4. Attach a copy of the fingerprint receipt to your application.** A FAST Pass receipt must be attached for each individual required to provide fingerprints. Each individual must keep the original FAST Pass receipt for their records.

When electronic fingerprinting is not available, the following process must be followed.

- 1. Print and complete the FAST Fingerprint Card Scan Authorization Form from TDI's website,** http://www.tdi.texas.gov/forms/finagentlicense/FAST_CARD.pdf ALL information requested on the FAST Fingerprint Card Scan Authorization Form

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.

2. **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-mail request to License@tdi.texas.gov. All fingerprints **MUST** be captured by a law enforcement agency.
3. **Make check payable to “MorphoTrust USA” for their set fee.**
4. **Mail the completed Fingerprint Card Scan Authorization Form, original fingerprint card and check to:**

**MorphoTrust USA
Attn: Texas Card Scan
3051 Hollis Drive, Suite 310
Springfield, IL 62704**
5. **Wait for a FAST receipt from IdentoGo by MorphoTrust USA (L1) Enrollment Solutions.** The FAST receipt must be attached to the completed Application at the time it is submitted to TDI. The FAST receipt allows TDI to locate criminal history information on the individual.

Fingerprints provided to TDI shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

TDI cannot complete processing an application until it receives a criminal history report from DPS and FBI for the individual who is required to furnish a fingerprint receipt.