



## FINGERPRINTING PROCEDURE FOR OFFICERS/DIRECTORS OF INSURANCE COMPANIES

In accordance with this Department's standard procedure, fingerprinting is required for all officers/directors of insurance companies in connection with the customary background investigations conducted by our Consumer Assistance Unit.

**Officers/directors who have any address in New York State must be electronically fingerprinted.** Paper fingerprint cards will not be accepted from an officer/director with any address in New York. The New York State Division of Criminal Justice Services (DCJS) has a contractual agreement with MorphoTrust USA to provide electronic fingerprint processing services on a statewide basis for all individuals requiring a criminal background check. Once fingerprints are taken, they are electronically transmitted to the NYS Division of Criminal Justice Services (DCJS) by MorphoTrust USA for a record search. DCJS, in turn, electronically transmits the fingerprints to the FBI for a further record search. Please refer to the next page for information about scheduling an appointment through IdentoGO by MorphoTrust USA for Live Scan digital fingerprinting. When NAIC biographical affidavits for officers/directors are submitted to this Department, the receipts issued by MorphoTrust USA as verification of having been electronically fingerprinted must be attached.

**Officers/directors who do not have any address in New York State and are unable to go to a MorphoTrust USA electronic fingerprinting location in New York are required to submit paper fingerprint cards** to this Department along with NAIC biographical affidavits. Paper fingerprint cards are electronically transmitted to DCJS and the FBI for record searches, as mentioned above. To facilitate this "cardscan" submission, officers/directors **MUST PRE-ENROLL WITH MORPHOTRUST USA** on their website. After such registration (during which the fingerprint processing fee is also paid), the pre-enrollment confirmation page which is furnished **MUST** be completed, printed, signed and attached to the paper fingerprint cards and submitted to this Department along with the required NAIC biographical affidavit. Please refer to the next page for more detailed information.

For any questions concerning this information, please contact Officer and Director Processing at (518) 473-9299.

Officer and Director Processing  
Consumer Assistance Unit

## Fingerprinting Services Information Form

**ELECTRONIC FINGERPRINTING** - Applicants who have any address in New York State **MUST** be electronically fingerprinted. Paper fingerprint cards will not be accepted from an officer/director with any address in New York. Visit [www.Identogo.com](http://www.Identogo.com) or call (877) 472-6915 to schedule an appointment. The applicant will be required to provide all the information indicated below and furnish the listed forms of identification as well as a \$99.00 fingerprint processing fee at the time of the appointment. The receipt issued by MorphoTrust USA as verification of having been electronically fingerprinted must be attached to the applicant's biographical affidavit and mailed to the address indicated at the bottom of this page.

**CARDSCAN** - Applicants who do not have any address in New York State and are unable to go to a MorphoTrust USA electronic fingerprinting location in New York (for a list of locations go to [www.Identogo.com](http://www.Identogo.com)) **MUST** submit fingerprint cards. Applicants **MUST** pre-enroll for this cardscan submission with MorphoTrust USA by logging into their system at <https://uenroll.identogo.com> and selecting the option to "Submit a Fingerprint Card by Mail" (payment of the \$99.00 fingerprint fee will be required during enrollment). The applicant must print out and sign the completed pre-enrollment confirmation page, which includes a barcode printed on the top right of the page. This pre-enrollment confirmation page must be attached to the applicant's fingerprint cards (two) and biographical affidavit and mailed to the address indicated at the bottom of this page. **NOTE: Only FBI Form FD-258 fingerprint cards may be used; any other type of fingerprint card will not be accepted and will be returned.**

**ORI: NY921270Z**

Contributor Agency: NEW YORK STATE DEPT. OF FINANCIAL SERVICES  
One Commerce Plaza, Albany, NY 12257

The following information will be required by MorphoTrust USA:

Job or License Type: **SERVICE CODE 1544Q5 (PRINC, EXEC, DIR INS CO)**

New Submission OR Resubmission

Name of Applicant/Alias/Maiden Name(s)

Street Address/City/State/Zip/State & Country of Birth/Country of Citizenship/Social Security Number

Date of Birth/Age/Sex/Race/Ethnicity/Height/Weight/Skin Tone/Eye Color/Hair Color

**Accepted Forms of Identification Section (Electronic Fingerprinting):**

Applicant **MUST** present two (2) forms of ID, at least one of which must have a photo (see Column A):

**Column A – Valid Photo Identification:**

U.S. Passport (unexpired or expired)  
Permanent Resident Card  
Alien Registration Receipt Card  
Unexpired Foreign Passport  
Driver's License or Photo ID Card  
(issued by U.S. State or Territory)  
School or College ID Card (with photo)  
Unexpired Employment Authorization  
with photo (Form I-766, I-688, I688A or B)  
Photo ID Card issued by federal, state, or local govt.

**Column B – Valid Supplementary Identification:**

Voter registration card  
U.S. Military card or draft card  
Military dependent's ID card  
Coast Guard Merchant Mariner Card  
Native American Tribal Document  
Canadian Driver's License  
U.S. Social Security Card  
Original or certified copy of a Birth Certificate issued  
by authorized U.S. agency with official seal  
Certification of Birth Abroad (issued by U.S. Department  
of State)  
U.S. Citizen Id Card (Form I-197)

**MAILING ADDRESS:** New York State Department of Financial Services – Insurance Division

Life, Health or Property Bureau *(Indicate the appropriate bureau by the  
type of company for which the biographical  
affidavit is being submitted)*  
One State Street  
New York, NY 10004