Electronic Fingerprinting Process

Electronic Fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of applications.

The process for Electronic Fingerprinting is as follows.

1. **Print and complete the FAST Pass form** from TDI’s website at [http://www.tdi.texas.gov/forms/finagentlicense/Fastform_Final.pdf](http://www.tdi.texas.gov/forms/finagentlicense/Fastform_Final.pdf). You will need the information from the FAST Pass form when making your Electronic fingerprint appointment.

2. **Schedule an appointment to be electronic fingerprinted.** You must schedule a fingerprint appointment by visiting [http://www.identogo.com](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 $41.45 fee to the vendor in a manner that is acceptable to the vendor. All electronic fingerprint appointments must be made by DPS’ vendor, 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. **Do not throw away the receipt!**

**Alternative to Electronic Fingerprinting:**

When electronic fingerprinting is not available, as the method to submit an individual’s fingerprints, 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](http://www.tdi.texas.gov/forms/finagentlicense/FAST_Card.pdf). ALL information requested on the FAST Fingerprint Card Scan Authorization (OUT OF STATE APPLICANT) Form MUST be provided. 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 512-322-3503 or email request to License@tdi.texas.gov. All fingerprints MUST be captured by a law enforcement agency.

3. Make check for $41.45 payable to “MorphoTrust USA”.

4. Mail the completed Fingerprint Card Scan Authorization Form, original fingerprint card and check to:

   MorphoTrust USA
   Texas Cardscan Processing
   1650 Wabash Avenue, Suite D
   Springfield, IL 62704

5. **Wait for a FAST receipt from MorphoTrust USA.** The FAST receipt must be attached to the completed Application for Insurance Agent/Agency License at the time it is mailed to the DataStream Technologies. The FAST receipt allows TDI to locate criminal history information on the individual.

   **Do not throw away the receipt!**