



Fingerprinting Information

Effective **June 1, 2015**, the West Virginia Offices of the Insurance Commissioner will require all individuals applying for an initial resident insurance license or those adding a line of authority to an existing license to be fingerprinted. This is in compliance with WV Code §33-12-37, which established criminal history checks for applicants seeking an insurance producer license.

Fingerprints must be administered by MorphoTrust at an Identogo Center, using “live scan” technology, which digitally captures and transmits the fingerprints to the West Virginia State Police (WVSP) and the Federal Bureau of Investigation (FBI), for a criminal history and a federal background check. Fingerprinting is required of the following resident applicants for the following lines of authority or license types:

- Life
- Accident & Sickness
- Property & Casualty
- Personal Lines
- Surplus Lines
- Viatical Settlement Brokers
- Travel Insurance Entity Producer – the DRP, and the president, secretary, treasurer and any other person who directs or controls the travel insurance entity’s operation

Fingerprinting is not required of the following:

- Limited Lines
- Adjusters
- Nonresident licensees

Producers who were licensed before June 1, 2015 are grandfathered and do not need to submit fingerprints unless the producer is adding a line of authority on or after June 1, 2015. Additionally, producers who are renewing their license are not required to submit fingerprints. To learn more regarding the fingerprinting process, please click here: [Fingerprint FAQs](#).

Required Steps for Licensing:

1. Go Through a Prelicensing Course by selecting one of the **Approved Prelicensing Providers**
2. Take the Examination(s)
 - You may schedule an exam through PearsonVue either by calling 1-800-274-2614 or online at www.pearsonvue.com/wv/insurance/. The applicant must schedule the appointment and pay the PearsonVue examination fee before arriving at the testing center. The fee for the examination is \$110.
3. Submit Fingerprints
 - Fingerprints will be captured at an Identogo Center. You may register, find locations, and pay for an appointment by visiting www.identogo.com and clicking on



West Virginia or by calling (855)766-7746. You must indicate that your fingerprinting results are to be returned to the WV Insurance Commission.

- After the fingerprinting process has been completed, the Identogo center will provide you with a receipt. That receipt has a 12 digit TCN number that is identifiable to you.

4. Apply for the license

- After passing the examination and obtaining fingerprints, an individual can apply online at www.nipr.com or via the paper application process.
- The TCN number is required to be put on the license application when applying. If applying electronically through NIPR, you are required to fax a copy of the receipt to Agent Licensing Division at 304-558-4966.

Fingerprint results will be returned directly to the West Virginia Offices of the Insurance Commissioner. The department will evaluate the results and the license application prior to issuing any license.