



Office of Insurance Regulation
Company Admissions

FINGERPRINT PAYMENT AND SUBMISSION PROCEDURE

Individuals subject to the fingerprinting process must be registered through IdentoGO by Idemia, formerly MorphoTrust USA, at <https://fl.ibtfingerprint.com/>. Individuals may contact the Customer Service Center at 1-800-528-1358 regarding payment, processing or appointment issues.

LiveScan (available to Florida Residents):

Access <https://fl.ibtfingerprint.com/>, select “Schedule a New Appointment” and continue. Retain copy of payment confirmation. Payment confirmations will be a required component in the electronic application submitted via iApply.

Paper Card (available to Non-Residents or Florida residents who affirm they are physically unable to be digitally fingerprinted):

Access <https://fl.ibtfingerprint.com/>, select “Register for Fingerprint Card Processing Service” and continue. Select “No Cards” on the Shipping Details screen. Retain copy of payment confirmation. Payment confirmations will be a required component in the electronic application submitted via iApply.

Individuals must complete **two** fingerprint cards provided by the Office of Insurance Regulation. Blank fingerprint cards may be requested by emailing FPRequest@flor.com.

Fingerprints must be taken by a technician within a law enforcement agency or other authorized entity. Most law enforcement agencies and many security companies provide civil applicant fingerprinting services.

Payment Confirmation Number: Please print your Payment Confirmation Number from the IdentoGo website on the “REF” line of the fingerprint card. Not including your Payment Confirmation Number will result in a delay of processing your submission.

Mail ONLY completed cards with a cover letter to:

Florida Office of Insurance Regulation
Market Research & Technology Unit
Fingerprint Card Processing
200 East Gaines Street, Room B-15
Tallahassee, Florida 32399-0326

Do NOT mail application paperwork with your fingerprint cards. All application materials must be sent directly to the appropriate unit (Property & Casualty Company Admissions or Life & Health Company Admissions) within the Office of Insurance Regulation. Failure to do so will result in a delay to your application.

CONFIDENTIAL

Pursuant to section 119.071(5), Florida Statutes, social security numbers collected by an agency are confidential and exempt from section 119.07(1), Florida Statutes, and section 24(a), Art. I of the State Constitution. The requirement must be relevant to the purpose for which collected and must be clearly documented. The social security numbers must be segregated on a separate page from the rest of the record.

Applicant's Name: _____

Applicant's Social Security Number: _____

The requirement for the applicant's social security is mandatory.

Section 119.071(5), Florida Statutes, gives authority for an agency to collect social security numbers if imperative for the performance of that agency's duties and responsibilities as prescribed by law. Limited collection of social security numbers is imperative for the Office of Insurance Regulation. The duties of the Office of Insurance Regulation in background investigation are extensive in order to ensure that the owners, management, officers, and directors of any insurer are competent and trustworthy, possess financial standing and business experience, and have not been found guilty of, or not pleaded guilty or nolo contendere to, any felony or crime punishable by imprisonment of one year. In establishing these qualifications and the Office of Insurance Regulation's responsibility to ensure that individuals meet these qualifications, the legislature recognized that owners, officers, and directors of an insurance company are in a position to cause great harm to the public should they be untrustworthy or have a criminal background. These individuals control vast amount of funds that belong to policyholders. To meet the legislative intent that these people are qualified to be trusted, having the identifying social security number is essential for the Office of Insurance Regulation to adequately perform the background investigative duty. There are many individuals with the same name, without this identifying number it would be difficult if not impossible to be reasonably sure that the correct individuals are identified and verify they meet the statutorily required conditions.

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