



Texas Department of Insurance

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ESCROW OFFICER APPLICATION ADDENDUM REGARDING NEW \$39 FINGERPRINT PROCESSING FEE AND NEW ELECTRONIC FINGERPRINT PROCEDURES

Who Must Submit Fingerprints

- applicants who have not provided the department a complete, legible fingerprint card as part of an Insurance Code Chapter 2651 Subchapter A or Chapter 2652 submission on or after 01/01/2001; **OR**
- applicants who have not held an escrow officer license in good standing within 60 days from the date the application is postmarked.

Effective January 1, 2007, anyone who must provide fingerprints to the Texas Department of Insurance (TDI) must pay an additional \$39.00 fingerprint processing fee. The new fee is required under Commissioner's Order number 06-1077 that adopted amended 28 TAC §1.501 and new §§1.502 – 1.509. The Order was published in the October 20, 2006 issue of the *Texas Register* (31 TexReg 8676). The **\$39.00** processing fee will pay for criminal history background checks by both the Texas Department of Public Safety (**DPS**) and the Federal Bureau of Investigation (**FBI**). The \$39.00 is in addition to the \$9.95 fingerprint collection fee charged by the companies that take electronic fingerprints for TDI and any other license or application fees.

Electronic Fingerprinting

In addition to the new fee, the process of having fingerprints taken and attaching them to the application will change to implement electronic fingerprinting through approved vendors as authorized under the rule. As stated in the rule, electronic fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of your submission. The general process as outlined in the rule, effective January 1, 2007 is:

1. **Print and complete the FAST Pass form from TDI's web site.** You will need information from the FAST Pass when you make your fingerprint appointment.
2. **Schedule an appointment to be fingerprinted.** Pursuant to DPS requirements on the vendor, you will be photographed as part of the fingerprint process. As provided in §1.509, you must pay the \$39.00 fee plus a \$9.95 fingerprint collection fee (\$48.95 total) to the vendor in a manner that is acceptable to that vendor. You have two electronic fingerprint vendor choices:
 - **Identix Identification Services** has 60+ Texas fingerprint locations. Schedule at <http://www.identix.com/iis/tx.html> or call toll-free 1-888-467-2080 (8am-5pm CST), or
 - **Thomson Prometric**, TDI's insurance agent/adjuster examinations vendor, has 20 Texas fingerprint locations. Schedule at www.prometric.com or call toll-free 1-866-267-0455 (8am-5pm CST).
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 your fingerprint receipt to your application.** You will be sending the receipt instead of sending a paper fingerprint card.

Exception to Electronic Fingerprinting

Applicants may submit a paper fingerprint card; however, as stated in §1.509, paper fingerprints may substantially delay the processing of the application due to both longer processing times and an increase in the likelihood the fingerprint will be rejected by DPS or FBI and require a reprint. Additionally, as required in §1.509, beginning January 1, 2007, all fingerprints captured on paper cards must be captured by a criminal law enforcement agency. If you are submitting a paper fingerprint card, mail the application to the address given on the application along with the paper fingerprint card and a **\$39.00 check or money order payable to DPS**. The \$39.00 fee applies to all applications submitted to TDI on or after January 1, 2007. TDI will forward the \$39.00 check and the fingerprint card to DPS.