



LOUISIANA DEPARTMENT OF INSURANCE
TIMOTHY J. TEMPLE
COMMISSIONER

Fingerprinting Instructions for Company Licensing Applications.

Individuals Who Live in Louisiana

1. Schedule your appointment for Livescan fingerprinting at <https://uenroll.identogo.com/>. Your fingerprints will be used for a state and federal background check.
2. Enter the service code **27N34T**. This unique service code identifies that you are fingerprinting for the Louisiana Department of Insurance (LDI) and identifies that you are being fingerprinted because you are an officer, director, trustee or controlling person of a domestic entity regulated by the Louisiana Department of Insurance. This code may not be used for fingerprinting any other purpose. You will not be able to proceed with scheduling an appointment without entering the service code.
3. Select "Schedule or Manage an Appointment." Here, you will pre-register for your fingerprinting appointment, then you will schedule your appointment for a place, date, and time most convenient for you. You will be able to search for location near you and can search for appointment availability for the next 7 days
4. When you arrive for your appointment, your identity will be verified, and your prints captured using Livescan technology.
5. The fee for State and Federal Livescan is \$60.75. Identogo will collect this fee at the time of your appointment. Applicants may pay by credit/debit card, check, or money order. Checks can be made out to either IDEMIA or IDENTOGO.
6. Once you have completed the appointment, the fingerprints are electronically submitted to LSP, and the background check will be processed.
7. LSP will send the results to LDI via a secure interface. Results are typically received within 3 days.
8. If the fingerprint images are rejected by the FBI or LSP for any reason, you will receive an email from Identogo/Idemia to reschedule an appointment to re-fingerprint. You must use the link provided in the email to reschedule another appointment to avoid being charged again for the fingerprinting service.
9. If you have questions or need assistance with the fingerprinting process, contact Identogo at 1-844-539-5543.

Individuals Who Live Outside of Louisiana

1. Cardscan processing by Identogo/Idemia is available for those applicants residing outside of Louisiana. Individuals residing outside of Louisiana can also opt to schedule an appointment for Livescan fingerprinting if there is an Identogo/Idemia location in their area. Livescan printing is recommended if available because of faster turnaround times and the reduced likelihood of a card submission being rejected for illegible or unreadable prints.

2. Obtain fingerprints on FBI (FD-258) fingerprint card and complete the personal information fields on fingerprint card. You may request blank fingerprint cards be mailed to you by contacting LDI at companyapps@ldi.la.gov . Please include the number of cards required and the address to which the cards should be mailed.
3. Pre-enroll for cardscan submission at <http://uenroll.identogo.com>. Enter the service code **27N34T**. This unique service code identifies that you are fingerprinting for the Louisiana Department of Insurance (LDI) and identifies that you are being fingerprinted because you are an officer, director, trustee or controlling person of a domestic entity regulated by the Louisiana Department of Insurance. This code may not be used for fingerprinting any other purpose. You will not be able to proceed with pre-enrollment without entering the service code.
4. All processing fees will be collected in advance during the pre-enrollment process. During the pre-enrollment process, you will be offered an opportunity to search for an Identogo location near you and schedule a Livescan appointment instead of mailing in a fingerprint card. If there is no location in your area, you can continue with the mail-in option. A pre-enrollment confirmation page will be provided once your registration is complete.
5. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the address provided on the confirmation page. Your fingerprint submission will not be processed if the pre-enrollment confirmation page is not included.
6. The fee for cardscan processing is \$55.75. A fee for out-of-state Livescan printing is \$55.75 plus an additional convenience fee of \$39.99.
7. Once you have completed the appointment, the fingerprints are electronically submitted to LSP, and the background check will be processed.
8. LSP will send the results to LDI via a secure interface. Results for Livescan prints are typically received within 3 days. Results from hard card processing are typically received within 7-10 days.
9. If the fingerprint images are rejected by the FBI or LSP for any reason, you will receive an email from Identogo/Idemia to reschedule an appointment to re-fingerprint. You must use the link provided in the email to reschedule another appointment to avoid being charged again for the fingerprinting service.
10. If you have questions or need assistance with the fingerprinting process, contact Identogo at 1-844-539-5543.