



Individual resident license application process change

LICENSING DIVISION

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Effective with applications submitted on and after November 19, 2022 all fingerprints submitted to the Department of Insurance and Financial Institutions (DIFI) for bail recovery agents and resident insurance professional licenses (that submit an electronic application via NIPR) must be submitted electronically through the state-approved Electronic Fingerprinting Application Services vendor, Fieldprint. Please note, this change is only related to the process of how fingerprint cards are submitted to the DIFI insurance licensing section, it does not make any changes to who is required to be fingerprinted.

FBI Privacy Act Statement

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

[FBI Privacy Act Statement](#)

Guidelines for Required FBI Notifications of Applicant Privacy Rights

Agencies which submit fingerprints to receive FBI criminal history records are required to make certain notifications to applicants who are fingerprinted for noncriminal justice purposes. All applicants must be advised of this and in writing PRIOR to submitting the fingerprint card to the FBI (via DPS), not just those who dispute an employment and/or a license denial.

[Guidelines for Required FBI Notifications of Applicant Privacy Rights](#)

FAQ's

1. How do I schedule my fingerprint appointment?
 - a. Navigate to the Fieldprint Arizona website. <https://arizona.fieldprint.com/> You will need to create an account. Once created follow the steps on the website. You will need to enter in the appropriate fingerprint code below.
 - b. Enter the appropriate Fingerprint Code.
 - i. Bail Bond and Bail Recovery Agent applicants - **BRA-056.A**

- ii. Navigator Applicants- **NDI-053.A**
- iii. Certified Application Counselor Applicants- **DIC-054.A**
- iv. All other insurance professional applicants - **INS-055.A**

2. In what order do I complete the application process?
 - a. Pass the appropriate AZ pre-licensing exam, if required.
 - b. Schedule and complete your electronic fingerprint appointment. <https://arizona.fieldprint.com/>
 - c. Steps a and b may be completed in any order.**
 - d. Apply for your license at www.nipr.com.
 - i. When submitting your application at www.nipr.com you will be required to enter the registration ID that you received from Fieldprint. This is the ID that leads with AZDPS.
 - ii. Please note that the fingerprint processing fee will no longer be charged on the NIPR application as that fee is now paid directly to the fingerprint vendor.
 - e. Complete any additional application requirements, as noted, after the application has been submitted.
3. When I use the electronic fingerprint process, am I still required to submit Form L-152 with my NIPR application?
 - a. No. The electronic fingerprint vendor will be verifying the applicants proof of legal status at the fingerprint appointment, therefore the L-152 will not be required.
4. I am an out-of-state adjuster who is required to submit fingerprints, do I use this same electronic process?
 - a. No. The vendor is currently set up only at Arizona locations. Nonresident applicants that are required to submit fingerprints will still be required to submit form L-FPV and their fingerprints applied to the FBI FD-258 fingerprint card. The fingerprint processing fee will still be charged when submitting the NIPR application. Form L-152 will still need to be submitted to the Department.
5. I have general questions about the electronic fingerprinting process.
 - a. Please contact Fieldprint <https://arizona.fieldprint.com/> and click on the Contact Us at the top right corner.
6. Can I submit a AZ fingerprint clearance card rather than submitting my electronic fingerprints?
 - a. No. A DPS fingerprint clearance card can not be used as a replacement of submitting your electronic fingerprints to the Department.
7. I am an insurer/agency and would like to manage the payments of our applicants using an escrow or billing account rather than paying each registration individually. How do I do this?
 - a. Please contact Fieldprint <https://arizona.fieldprint.com/> and click on the Contact Us at the top right corner.
8. Can I still submit my fingerprints using the paper FD-258 fingerprint card with Form L-FPV along with the paper Form L-152 form?
 - a. Yes, however you will not be able to submit an electronic application using this method. A paper application and a check or money order including all application and fingerprint processing fees would be required to be submitted along with the FD-258 card, Form L-FPV and Form -152.