

MIKE CHANEY
Commissioner of Insurance
State Fire Marshal

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STATE OF MISSISSIPPI
Mississippi Insurance Department

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Fingerprinting Instructions

Miss. Code Ann. § 83-39-3 (7) (b) (Supp. 2010) provides:

"Beginning on July 1, 2011, in order to assist the department in determining an applicant's suitability for a license under this chapter, the applicant shall submit a set of fingerprints with the submission of an application for license. The department shall forward the fingerprints to the Department of Public Safety for the purpose of conducting a criminal history record check. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the Federal Bureau of Investigation for a national criminal history record check. Fees related to the criminal history record check shall be paid by the applicant to the commissioner and the monies from such fees shall be deposited in the special fund in the State Treasury designated as the "Insurance Department Fund.""

The following procedures will be used by the Mississippi Insurance Department as it relates to its enforcement of this provision.

- 1.) Applicants for a professional bail agent, bail soliciting agent and bail enforcement agent license are required to submit a set of fingerprints with the submission of an application for license. Licensed bail agents who are applying for a different license class or who are transferring employment from one professional bail agent to another professional bail agent are required to submit an application for licensure and are required to submit a set of fingerprints with the submission of such application. Licensed bail agents who were fingerprinted by the Mississippi Insurance Department prior to obtaining their current license are not required to be fingerprinted again.
- 2.) The Mississippi Insurance Department will only permit sets of fingerprints which were printed by the staff of the Mississippi Insurance Department to satisfy this requirement.
- 3.) The Mississippi Insurance Department will print applicants in its main office (501 N. West St., Suite 1001, Jackson, MS) during its normal business hours only.
- 4.) The cost for a set of fingerprints will be fifty dollars (\$50.00).
- 5.) Applicants will be required to furnish proof of photo identification (state driver's license, state identification card, military identification or United States passport). If the proof of identification furnished does not contain a social security number, the applicant will be required to furnish proof of a valid social security number (United States social security card).
- 6.) Applicants will be permitted to be printed prior to submitting an application or at the time of submitting an application. Fingerprint cards will remain on file with the Mississippi Insurance Department until an application is received. Upon the receipt of an application, fingerprint cards will then be submitted to the Mississippi Department of Public Safety. Fingerprints may not be submitted to the Department of Public Safety prior to July 1, 2011.
- 7.) The Mississippi Insurance Department has been informed that it will take up to four weeks before criminal history record results are returned from the Department of Public Safety and/or the Federal Bureau of Investigation. Therefore, please plan accordingly when submitting an application.