

**Arizona Department of Insurance  
FINGERPRINT VERIFICATION FORM (FORM L-FPV)**

**READ ALL INSTRUCTIONS.** If you do not carefully follow these procedures, the Arizona Department of Insurance (“ADOI”) will reject the fingerprint card.

- Complete, or ensure the applicant has completed, all required boxes on the fingerprint card (blue-outlined Form FD-258) prior to applying fingerprints to the card. **DO NOT USE HIGHLIGHTERS OR MAKE STRAY MARKS ON THE FINGERPRINT CARD.**
- View the applicant’s valid, unexpired government-issued photo ID. Make sure the photo resembles the applicant, and compare the physical descriptors on the ID (hair color, eye color, etc.) to the information the applicant provided for the fingerprint card. If the applicant’s ID does not match information the applicant provided for the fingerprint card, you must refuse to apply fingerprints to the card.

3. Complete the following information

Applicant’s Last Name	Applicant’s First Name	Applicant’s Middle Name	Jr/Sr/II/etc.
PRINTED Name of Fingerprint Technician	Fingerprint Technician’s Business/Entity/Organization Name:		
Street Address of Location Where Fingerprints Were Applied	City	State	ZIP Code
			Area Code and Phone No.
Type of Photo Identification Checked (select only one)			
<input type="checkbox"/> Driver License or MVD-issued Identification		<input type="checkbox"/> US Passport or US Passport Card	
<input type="checkbox"/> Other (specify) _____			
Fingerprint Technician’s Signature X _____			Date

4. Once the fingerprints have been applied to the card, you must: ► place the fingerprint card and this form into a fingerprint card envelope and seal the flap of the envelope; **AND**, ► print your name across the edge of the flap so that the upper parts of the letters in your name are on the flap and the lower parts of the letters in your name are off of the flap. **YOU MUST NOT GIVE THE APPLICANT THE FINGERPRINT CARD WITHOUT FIRST SEALING IT INSIDE THE ENVELOPE.**

5. Tell the applicant NOT to open or fold the fingerprint card envelope, which would cause the card to be rejected.

**QUESTIONS?**



**Regarding a fingerprint card for an insurance professional license applicant,** contact the Insurance Licensing Section: [licensing@azinsurance.gov](mailto:licensing@azinsurance.gov) or (602) 364-4457

**Regarding a fingerprint card for an insurance company representative,** contact the Financial Affairs Division: [lhunt@azinsurance.gov](mailto:lhunt@azinsurance.gov) or (602) 364-3988