



Idaho Insurance

Hard Card Fingerprint Process*

* Please login to your testing account if you are scheduling an electronic fingerprint appointment.

1. Have fingerprints collected on FD-258 card – you may print a card here ([link](#)), however it is possible that the local agency you go to have your prints taken will require you to use their card. You **MUST** make sure that the correct ORI and Reason Fingerprinted are entered into the ORI field and Reason Fingerprinted on the fingerprint card**.

** For fingerprint collection, we suggest contacting your local law enforcement office for assistance in finding available locations.

Idaho Insurance ORI- ID001025Y

Reason Fingerprinted – IDC-41-1011 – Insurance License

If any fields on the fingerprint card are left blank or incorrect, you will be responsible for having your prints collected again and will be required to pay for a second submission. Prints cannot be transferred or reused once submitted.

2. Go to <https://home.pearsonvue.com/id/insurance> Click schedule an exam and create a profile. If you have already taken an Idaho Insurance exam with Pearson VUE, you can log into your previously established profile.
 - (a) Choose exam **InsID-FPHC-ID Fingerprint Hard Card**.
 - (b) Select the first available appointment on or after the date you intend to mail your hard card***. **It is important that we receive your card within 5 days of the appointment date you select.**
3. Pay fingerprint fee (\$61.25) by credit card or debit card.

*** Do not send in your card until fee is paid. Card will not be processed without payment.
4. Print Pearson VUE Confirmation of Payment email.

5. Mail completed FD-258 card **AND** printed payment confirmation email to:

Idaho Dept. of Insurance Fingerprints

OHTI

1125B Avenida High View Rd.

Driftwood, TX 78619

Please send via USPS

IMPORTANT INFORMATION: You do not need to go to Texas. You are not taking an examination in Texas. The fingerprints you had taken at your local law enforcement office are being mailed to Texas for examination on the day you pick.

Do not send fingerprint cards or the required fee to the Idaho Department of Insurance, Idaho State Police or Pearson VUE as this will severely delay processing.