



## Individual resident license application process change

LICENSING DIVISION

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Effective with applications submitted on and after March 13, 2021 all fingerprints submitted to the Department of Insurance and Financial Institutions (DIFI) for bail recovery agents and resident insurance professional licenses must be submitted electronically through the state-approved Electronic Fingerprinting Application Services vendor, Thales Gemalto. 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 Thales Gemalto Applicant Processing Services website.  
[https://pci.aps.gemalto.com/azperlpub/agency\\_background\\_check.pl](https://pci.aps.gemalto.com/azperlpub/agency_background_check.pl)
  - 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**
  - c. Accept the Privacy Act Statement and continue to the next page.
  - d. Enter in all required fields and continue to the next page.
  - e. Verify the information and submit.
  - f. On the Registration Complete page, take note of the Registration ID #. You will need to enter this # when you submit your application at [www.nipr.com](http://www.nipr.com). We would advise you to also print the receipt.
  - g. YOUR REGISTRATION IS NOT COMPLETE.
    - i. An email will be sent to the email address you submitted. Please check your email and click the link to verify your email address, and make a payment via credit/debit card (if you chose the payment type of credit card during the registration process) within the next 24 hours to complete your registration.
    - ii. DO NOT proceed to the fingerprint location, unless this step is completed. Your registration ID # will only be valid at one of the Gemalto approved locations as listed on the Thales Gemalto website under the Fingerprint Site tab.
    - iii. Do NOT mail-in fingerprint cards, only digital fingerprints will be accepted.
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://pci.aps.gemalto.com/azperlpub/agency\\_background\\_check.pl](https://pci.aps.gemalto.com/azperlpub/agency_background_check.pl)
  - c. Steps a and b may be completed in any order.**
  - d. Apply for your license at [www.nipr.com](http://www.nipr.com).
    - i. When submitting your application at [www.nipr.com](http://www.nipr.com) you will be required to enter the registration ID that you received from Thales Gemalto. 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. 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.
4. I have general questions about the electronic fingerprinting process.
  - a. Please see the FAQ's on Gemalto Thales website. <https://www.aps.gemalto.com/az/FAQs.htm>
5. For information about available locations in the State of Arizona please visit site here:  
<https://www.aps.gemalto.com/az/locations.htm#!/>
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.