



STATE OF WEST VIRGINIA

## Offices of the Insurance Commissioner

Earl Ray Tomblin  
Governor

Michael D. Riley  
Insurance Commissioner

To: All Prelicensing Providers  
From: Agent Licensing & Education  
Date: April 2, 2015  
Subject: WV Resident Fingerprinting Requirement

---

Effective **June 1, 2015**, the West Virginia Offices of the Insurance Commissioner will begin requiring all individuals applying for an initial resident insurance license or those adding a line of authority to an existing license to be fingerprinted.

This applies to resident applicants who are applying or amending the following lines of authority:

- Life
- Accident & Sickness
- Property & Casualty
- Personal Lines
- Surplus Lines
- Viatical Settlement Brokers

Fingerprints will be captured by MorphoTrust at an Identogo Center, which electronically captures and transmits the digital fingerprints to the West Virginia State Police (WVSP) and the Federal Bureau of Investigation (FBI) for a criminal history and a federal background check.

The applicant is required to schedule the Fingerprinting appointment **AFTER** the examination has been passed. The applicant may register, find locations, and pay for an appointment by visiting [www.identogo.com](http://www.identogo.com) and selecting West Virginia or by calling 1-855-766-7746. The applicant must indicate that the fingerprinting results are to be returned to the WV Insurance Commission. The applicant will be required to pay a fingerprinting fee of \$8.85, a WVSP fee of \$20.00 and a FBI fee of \$14.75, totaling \$43.60 at the time of scheduling. Fingerprints are valid for 30 days of the date taken; after this time, the candidate must be re-fingerprinted.

After the fingerprinting process has been completed, the Identogo center will provide the candidate with a receipt. That receipt has a 12 digit TCN number that is identifiable to each individual. The TCN number will need to be entered on the license application when applying.

Please check the department site at [www.wvinsurance.gov](http://www.wvinsurance.gov) for information regarding this new process. An updated candidate handbook will also be available at the PearsonVue site at [www.pearsonvue.com](http://www.pearsonvue.com) as well as a list of PearsonVue test centers.

It is a requirement that each prelicensing provider notify their instructors and include revisions in the course materials, study guides and exams.

This office requests acknowledgement that you have made the required changes to your content materials. Failure to make the requested updates could result in action from the West Virginia Offices of the Insurance Commissioner.



Please sign below and fax to Elizabeth Webb, Director of Agent Licensing & Education at 304-558-4966 by April 30, 2015.

I \_\_\_\_\_ with \_\_\_\_\_  
\_\_\_\_\_, West Virginia's prelicensing provider acknowledge that all  
instructors have been notified and materials have been updated to reflect the fingerprinting requirement  
effective June 1, 2015.