NC DEPARTMENT of INSURANCE

Special Entities Division

Professional Employer Organization Fingerprint Card Instructions

Please read carefully before you begin the fingerprinting process.

1. **Fingerprinting Services and Cards.**
   Fingerprinting services and cards (FD-258) are available from your local law enforcement office (sheriff or police department).
2. **Complete the Top Portion of the Fingerprint Card (Black Ink or Typed).**
   Please fill out the top of the fingerprint card in accordance with the sample shown and read the back of the fingerprint card. Please compare your card to the sample. If your card is missing information, or has stray marks, your fingerprint card will be rejected.
3. **Get Fingerprinted.**
   Prints may be taken by any local law enforcement agency, including your local police department or sheriff's office. If they cannot perform the fingerprinting, they should be able to refer you to another appropriate place. Positive proof of identification will be required such as a valid driver's license. If a driver's license is not available, another acceptable type of picture identification (i.e., passport) will be required. Sign the card in the presence of a law enforcement officer. You may be charged a fee for the "rolling" of your fingerprints. You will need to contact your local law enforcement office for this information.

   The law enforcement official executing the fingerprinting will need to date and sign the fingerprint card in the appropriate boxes as shown on the sample.
4. **Authority for Release of Information.**
   Complete an Authority for Release of Information form (Form 01-132-15) for each controlling person. (Do not mail directly to the SBI)
5. **Submission.**
   Once all of the fingerprints are obtained and forms are completed for all controlling persons, the documents and processing fee are submitted to the address below. If the fingerprint filing is being done as part of a PEO license application, the fingerprint filing must accompany the PEO license application. The fingerprint filing shall include the following items:
   - Completed fingerprint cards
   - Completed Authority for Release of Information form (Form 01-132-15)
   - A single check made payable to the North Carolina Department of Insurance in the amount of $38.00 per person

The payment of the fingerprinting fee required must be submitted to:

USPS:
N.C. Department of Insurance
Special Entities Division
7th Floor
1203 Mail Service Center
Raleigh, NC 27699-1203

UPS and FedEx:
N.C. Department of Insurance
Special Entities Division
3200 Beechleaf Court
7th Floor
Raleigh, NC 27604

Should you have any questions, please contact Christine Williams at (919) 807-6612 or via email at: Christine.williams@ncdoi.gov

Instructions for Completing Fingerprint Card

Please only follow these instructions for PEOs. If you need fingerprints for agent services, contact (919) 807-6800, and for manufactured homes, contact (919) 647-0026. Each fingerprint card for a PEO must contain the information exactly as shown below:

A. OCA:
Print or type – INSUR0002

B. Employer and Address:
Print or type –
N.C. Department of Insurance
1203 Mail Service Center
Raleigh, NC 27699-1203
7th Floor
Attention: Financial Oversight and Special Entities Division

C. Reason Fingerprinted:
Print or type – DOI PEO Applicant, State and Federal
N.C. Gen. Stat. 58-89A-60(d)

D. ORI:
Print or type – NCBCI0000
SBI/Raleigh, NC

Complete other blocks as indicated:

1. **NAM** – Complete last name, first name, and middle name of the individual being fingerprinted.
2. **DOB** – List date of birth numerically – month, day, and year. Example: May 31, 1948 should be shown as 05 31 48.
3. **SEX** – Male (M), Female (F)
4. **RACE** – White (W), Black (B), Hispanic (H), American Indian or Alaskan Native (I), Asian or Pacific Islander (A), Other (O)
5. **HGT** – Height in feet and inches using all the numbers. Example: 6’01” = 601
6. **WGT** – Weight in pounds using all the numbers. Example: 135 lbs. = 135
7. **EYES** – List eye color
   Black (BLK), Blue (BLU), Brown (BRO), Gray (GRY), Green (GRN), Hazel (HAZ)
8. **HAIR** – List hair color:
   Black (BLK), Blonde or Strawberry (BLN), Brown (BRO), Gray or partially (GRY), Sandy (SDY), Red or Auburn (RED), Bald – if hairless most of the hair (BAL)
9. **POB** – Indicate city and state where the individual was born. Abbreviate state.
10. **SOC** – Social Security Number of individual
11. **SIGNATURE** – Legible signature of person being fingerprinted must appear in this space.
12. **Current Residence** – Complete number, street, city, state, and zip.
13. **Date** – Indicate the date the fingerprints were taken.
14. **Signature of person taking the fingerprints**
15. **Fingerprints**