



FINGERPRINT CARD NOTICE

FORM A APPLICANTS

Pursuant to Section 10-3-803(1)(b), C.R.S., applicants for an acquisition of control of, or a merger with, a Colorado domestic insurer shall submit a set of fingerprints for all necessary individuals to the Colorado Division of Insurance (the "Division").

As a matter of clarification to this requirement, companies should utilize the following procedures.

1. Prior to submission of an application, an applicant should request blank fingerprint cards from the Financial Affairs Section of the Division for all necessary individuals as identified in Section 10-3-803(1)(b), C.R.S. These blank cards will include the necessary address information for accurate processing by the Colorado Bureau of Investigation (the "CBI"). Without the proper information and identification, the CBI will not process the fingerprint cards.
2. Upon receipt of the fingerprint cards from the Division, the applicant shall have all individual's fingerprints taken by a local law enforcement agency for the purpose of obtaining a fingerprint-based criminal history record check. The applicant is then required to submit payment (\$ amount established by CBI) by certified check or money order for the fingerprints and for the actual costs of the record check to the CBI. The address and phone number of the CBI is:

**Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Attn: Identifications
Denver, CO 80215
303-239-4300**

Upon receipt of fingerprint cards and the payment for costs, the CBI will conduct a state and national fingerprint-based criminal history record check utilizing records of the CBI and the Federal Bureau of Investigation. This process generally takes 2 to 6 weeks.

3. When the fingerprint checks are completed, the CBI will forward the fingerprint cards and the results directly to the Division.

PLEASE NOTE THAT THE DIVISION DOES NOT CONSIDER THE APPLICATION COMPLETE UNTIL THE CRIMINAL HISTORY RECORD CHECK PROCESS IS COMPLETED. Therefore, we encourage companies to begin the fingerprint process early in order to not delay the application process.

Direct any questions concerning this procedure to: Financial Affairs @ 303-894-7499

Inquiries: email <mailto:Inquiries:%20email%20DOI.financialaffairs@DORA.state.co.us>

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