



FINGERPRINTING INFORMATION AND INSTRUCTIONS

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**DIRECT ALL QUESTIONS REGARDING THIS FORM TO THE
HAWAII DIVISION OF FINANCIAL INSTITUTIONS**

GENERAL INFORMATION ON FINGERPRINTING

Fingerprinting for the regulatory programs administered by the Division of Financial Institutions (“DFI”) vary by the type of license or charter being sought. DFI accepts fingerprints in one of two ways:

- Through Fieldprint, Inc. (“Fieldprint”). Fieldprint is the fastest, most convenient way to have your fingerprints captured electronically with livescan locations in all 50 states, the District of Columbia and Puerto Rico. You can find a livescan location near you at: www.fieldprinthawaii.com.
- Submission of fingerprint cards. Have your fingerprints “rolled” by the Hawaii Criminal Justice Data Center (“HCJDC”) or a private agency.

NOTE for Mortgage Loan Originators (“MLOs”) and Mortgage Loan Originator Companies (“MLOCs”): Fingerprint cards **cannot** be used for licensing related to MLOs and MLOCs. Fingerprinting is included in the application process, which must be completed through the Nationwide Mortgage Licensing System (“NMLS”). NMLS will direct the applicant to submit fingerprints through Fieldprint. For assistance with fingerprinting procedures, contact the NMLS Call Center at (240) 386-4444.

What DFI will do with the Criminal History Information

After your fingerprints are submitted, HCJDC will conduct a Hawaii criminal record check, and a federal criminal record check will be conducted by the FBI. When the records checks are completed, DFI will be provided with a copy of the individual’s criminal history, if any. The information will be used to make a determination regarding the individual’s qualification for licensure or qualification to serve as a director, officer, etc. of the applicant.

Review of Criminal History Information – If there is no criminal history, DFI will start the application review process. If there is a criminal history, the matter will be reviewed by DFI pursuant to applicable Hawaii Revised Statutes to determine whether there is a basis for a possible denial of the application. DFI will contact the applicant regarding any information needed to assess an individual’s eligibility as an officer, director, etc. with the applicant.

Denial of Application – If DFI makes an initial determination that the application should be denied based on the criminal history of any of the proposed officers, directors, etc., DFI will follow the due process steps outlined in the applicable Hawaii Revised Statutes. The applicant will receive a denial letter, which advises the applicant of his/her right to appeal DFI’s determination.

FINGERPRINTING METHODS

Fieldprint

Submitting fingerprints through Fieldprint is the preferred method as this option may result in DFI receiving the results faster than submitting fingerprint cards, and also reduces the possibility of having to be re-fingerprinted if the fingerprints on a card cannot be read or the card is incomplete. Fees collected by Fieldprint include the costs of conducting both, federal and state criminal background checks.

To submit fingerprints through Fieldprint:

1. Schedule an appointment with Fieldprint at www://hawaii.fieldprint.com, or as instructed in NMLS (for MLOs and MLOCs).

CAUTION: Applicants for a money transmitter license or a financial institution charter or license should not schedule an appointment with Fieldprint until after the application for license or charter has been filed with DFI. Fingerprint results received prior to DFI's receipt of the application will be considered stale and individuals will need to resubmit their fingerprints.

- Sign-up and create a username and password.
 - Select the reason you are being fingerprinted. Be sure to select the correct license type.
 - Enter information about yourself as required by the FBI (for example. height, weight, etc.)
 - Schedule an appointment, walk-ins are not accepted. Select the location, time and date.
 - Pay Fieldprint using a major credit card.
2. On the day of your appointment:
 - Bring your appointment number and two valid forms of identification, at least one of which must be a valid government-issued photo ID. Acceptable secondary IDs include credit card, bank statement, electric bill, birth certificate, marriage certificate, or citizenship or naturalization certificate.
 - Your fingerprints are collected electronically by a trained technician and securely transmitted to HCJDC, then routed to the FBI by HCJDC.

Fingerprint Cards

MLOs and MLOCs

Use Fieldprint as directed by NMLS. Do not submit fingerprint cards.

Money Transmitters

Submitting fingerprints through Fieldprint is the preferred method. However, if fingerprint cards must be used, request a Fingerprint Card from DFI by email at dfi@dcca.hawaii.gov, if an organization/agency other than HCJDC will "roll" the fingerprints. Be sure to include the number of cards needed, indicate that the request is in connection with an application for a money transmitter license, the name of the company applying for a money transmitter license, and a mailing address.

Locate a qualified private agency¹ or company that can “roll” the fingerprints on the Fingerprint Card provided by DFI. Fingerprinting service fees will vary depending on the agency. (Consult the Yellow Pages to find an agency, or contact a local law enforcement agency.)

To have your fingerprints “rolled” by HCJDC, schedule an appointment by calling (808) 587-3279, walk-ins are not accepted. A Fingerprint Card is not required, HCJDC captures fingerprints electronically. HCJDC charges a fingerprinting service fee of \$25, in addition to the fees to conduct the criminal background checks.

Financial Institutions

To have your fingerprints “rolled” by HCJDC, schedule an appointment by calling (808) 587-3279. A Fingerprint Card is not required, HCJDC captures fingerprints electronically. HCJDC charges a fingerprinting service fee of \$25, in addition to the fees to conduct the criminal background checks.

If fingerprints are not submitted through HCJDC, locate a qualified private agency¹ or company that can “roll” the fingerprints on the Fingerprint Card you provide. Fingerprinting service fees will vary depending on the agency. (Consult the Yellow Pages to find a company or contact a local law enforcement agency.)

What You Need to Know When Using Fingerprint Cards

A. What You Need To Get Fingerprinted

1. You will need to:
 - a. Show at least one form of government-issued photo identification;
 - b. Sign the Fingerprint Card in the presence of the official “rolling” your fingerprints;
 - c. Submit the completed [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 07.2016\)](#) (“Consent Form”) to the official;
 - d. Pay the fingerprinting entity fee for “rolling” your fingerprints; and
 - e. Have the official “rolling” your fingerprints
 - i. Date and sign the Fingerprint Card in the designated space; and
 - ii. Complete and sign the appropriate section of Page 2 of the Consent Form.
2. Prints must be taken by an official qualified to “roll” fingerprints. The fingerprints must be legible; if smudged or blurred, prints will be rejected by the HCJDC and the FBI, and you will be required to submit a new set of prints, which may delay the processing of the application and incur additional fees.
3. If you are missing a finger or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the official “rolling” the fingerprints (in the case of missing fingers or a deformity) or from a doctor (in

¹ If you are going to be fingerprinted somewhere other than HCJDC, you are responsible for finding a qualified agency or company that can “roll” the fingerprints on the Fingerprint Card that DFI supplies. You must request that this third party agency or service seal the Fingerprint Card with the “rolled” prints, the Consent Form, and payment for the processing fee in the DFI self-addressed envelope to be returned directly to DFI.

the case of a skin irritation). The statement must be included with your Fingerprint Card at the time it is submitted to DFI.

B. Submitting Your Fingerprints

1. **Fingerprints to be “Rolled” by HCJDC.** CAUTION: Applicants for a money transmitter license or a financial institution charter or license should not schedule an appointment with HCJDC until after the application for license or charter has been filed with DFI. Fingerprint results received prior to DFI’s receipt of the application will be considered stale and individuals will need to resubmit their fingerprints.
 - a. Applicant downloads from the DFI website (<http://www.hawaii.gov/dcca/dfi>) the [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 07.2016\)](#) (“Consent Form”).
 - b. Applicant takes the following ORIGINAL completed documents DIRECTLY to the HCJDC
 - (i) The Consent Form; and
 - (ii) Proper fingerprint processing fee in the form of a money order or cashier’s check ² made payable to the State of Hawaii in the amount of \$71.50 (\$25.00 for taking the fingerprints and \$46.50 for conducting the state and federal criminal background checks).

NOTICE OF FEE CHANGE EFFECTIVE OCTOBER 1, 2016. Effective October 1, 2016, the fingerprint processing fee will be \$67.00 (\$25.00 for taking the fingerprints and \$42.00 for conducting the state and federal criminal background checks).

2. **Fingerprints “Rolled” by Organization/Agency Other Than HCJDC**

- a. Applicant downloads from the DFI website (<http://www.hawaii.gov/dcca/dfi>) the [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 07.2016\)](#) (“Consent Form”).
- b. Individual to be fingerprinted takes the following ORIGINAL completed documents DIRECTLY to the organization/agency that will do the fingerprinting:
 - (i) Fingerprint Card (one card per individual) with the required information entered on the card or on a separate paper (See the “Fingerprint Card Instructions” section below; **do not sign the card until you are in the presence of the fingerprinting official**);
 - (ii) The Consent Form; and
 - (iii) Proper fingerprint processing fee in the form of a money order or cashier’s check ² made payable to the State of Hawaii in the amount of \$51.50 (\$5.00 for scanning the

² One money order/cashier’s check may be submitted for two or more fingerprint cards submitted at the same time. **Cash and personal or business checks will not be accepted.**

fingerprint card into an electronic format and \$46.50 for conducting the state and federal criminal background checks).

NOTICE OF FEE CHANGE EFFECTIVE OCTOBER 1, 2016. Effective October 1, 2016, the fingerprint processing fee will be \$47.00 (\$5.00 for scanning the fingerprints and \$42.00 for conducting the state and federal criminal background checks).

- c. Individual has his/her fingerprints “rolled” in accordance with the procedures described and pays the agency or company its fee for rolling the fingerprints.
- d. **The official performing the fingerprint “rolling” must be the one to enclose and seal the completed Fingerprint Card, the completed Consent Form, the money order or cashier’s check made payable to the “State of Hawaii,” as well as any documentation describing any missing and/or deformity of the fingers or skin irritation, in the envelope provided by DFI and send it to:**

Division of Financial Institutions
Department of Commerce & Consumer Affairs
Post Office Box 2054
Honolulu, Hawaii 96805

- e. DFI will forward the properly completed Fingerprint Card(s), the money order or cashier’s check, and the individual’s signed Consent Form to the HCJDC to do the criminal history record processing.

C. Rejection of Fingerprint Card. There are several reasons that may cause a fingerprint card to be rejected prior to the completion of the fingerprint process. Common reasons for rejection of fingerprint cards include:

- The fingerprint card and associated Consent Form and money order/cashier’s check were not sealed in the envelope and sent to DFI by the official who “rolled” the fingerprints;
- Improperly completed or incomplete fingerprint cards or Consent Forms;
- The payment processing fee in the form of a money order or cashier’s check was not included;
- The quality of the fingerprints is not acceptable to HCJDC or the FBI (e.g., fingerprints were smudged, blurred, too light or too dark to be read).

If a fingerprint card is rejected, DFI will notify the applicant of the rejection and the applicant will be required to submit a new fingerprint card for processing; additional fees may be incurred.

FINGERPRINT CARD INSTRUCTIONS

Please read these instructions carefully before you begin the fingerprinting process.

Complete the Top Portion of the Fingerprint Card (complete only the sections noted directly on the card or on a separate sheet of paper and clip it to the Fingerprint Card).

- **Do not use a highlighter on the Fingerprint Card.** The FBI's scanners cannot record the information if the card contains highlighter.
- **Do not overlap the borders of the block in which you enter information.** The scanners cannot read information that overlaps the block.
- **Do not use white-out on the Fingerprint Card.** If information on the card needs to be changed, you may use a white address label affixed within the blue borders of the block.
- **Do not overlap any information into the actual fingerprint area.**
- **Do not alter any pre-printed information on the Fingerprint Card.**

FAILURE TO ADHERE TO THESE GUIDELINES MAY RESULT IN THE FINGERPRINT CARD BEING RETURNED AND A NEW FINGERPRINT CARD REQUIRED TO BE SUBMITTED; ADDITIONAL FEES MAY BE INCURRED.

SAMPLE FINGERPRINT CARD

(The information must be typed or printed legibly.)

IN BLACK INK, fill out the top of the Fingerprint Card as completely as possible, following the sample shown below. Compare your Fingerprint Card to the sample very carefully. The Fingerprint Card cannot be properly indexed by the Department of Justice or the FBI without this information; therefore, an incomplete Fingerprint Card will be returned to the applicant. **If your Fingerprint Card is missing any required information or has stray marks, your Fingerprint Card will be rejected**, resulting in a significant delay in processing your application. (See the sample below. The numbers correspond to the numbered information shown on the following two pages.)

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME					
SIGNATURE OF PERSON FINGERPRINTED (2)		(1)		ALIASES <u>AKA</u>		OR		HI920261Z		DATE OF BIRTH <u>DOB</u>	
RESIDENCE OF PERSON FINGERPRINTED (5)		(3)		CITIZENSHIP <u>CTZ</u>		SEX (7)		RACE (8)		Month Day Year (4)	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		(6)		HGT (9)		WGT (10)		EYES (11)	
EMPLOYER AND ADDRESS (14)		YOUR NO. <u>OCA</u>		FBI NO. <u>FBI</u>		HAIR (12)		PLACE OF BIRTH <u>POB</u>		(13)	
REASON FINGERPRINTED (15)		ARMED FORCES NO. <u>MNU</u>		SOCIAL SECURITY NO. <u>SOC</u>		MISCELLANEOUS NO. <u>MNU</u>		LEAVE BLANK		CLASS _____	
										REF. _____	
1 R THUMB		2 R INDEX		3 R MIDDLE		4 R RING		5 R LITTLE			
6 L THUMB		7 L INDEX		8 L MIDDLE		9 L RING		10 L LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY +				L THUMB		R THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY +			

The following information must be completed on the Fingerprint Card or on a separate sheet of paper in order for a Fingerprint Card to be processed:

(The numbers correspond to the numbers shown on the SAMPLE of the Fingerprint Card.)

- (1) Name: Print or type the Last Name, First Name and Middle Name of the person being fingerprinted. Suffix denoting seniority (e.g., Jr., Sr., III) should follow the middle or first name.
- (2) Signature of Person Fingerprinted: The person being fingerprinted must sign his/her legal name in this block in ink. The card should be signed **prior** to rolling the fingerprints to prevent smearing. However, the card **must be signed in the presence** of the official taking the fingerprints.
- (3) Aliases (AKA): List any alias names or nicknames used in the past (e.g. Dutch, Tex, Bunny). Female applicants using a married name should enter their maiden name and any other married names in the block.
- (4) Date of Birth (DOB): Date of birth must be entered numerically - month, day, year, e.g., May 11, 1948 = 05111948; October 15, 1960 = 10151960. If birth date is unknown, then enter the age of the applicant or the year of birth.
- (5) Residence of Person Fingerprinted: List current residence - street address, city and state.
- (6) Citizenship (CTZ): Enter the country of which the person being fingerprinted is a citizen.
- (7) Sex: Use M for Male and F for Female.
- (8) Race: Use the following letters (one only):
 - A = Asian
 - B = Black
 - I = American Indian or Alaskan Native
 - W = White
- (9) HGT (Height): Enter height in feet and inches using only numbers, rounding fractions of an inch to the nearest inch, and preceding inches less than ten with a zero, e.g., 5'7" = 507 and 6' even = 600.
- (10) WGT (Weight): Enter weight in pounds using only numbers and rounding fractions of a pound to the nearest pound, e.g. 180 lbs. = 180.
- (11) Eyes: Enter eye color using the following abbreviations (one only):
 - BLK = Black
 - BLU = Blue
 - BRO = Brown
 - GRY = Gray
 - GRN = Green
 - HAZ = Hazel

(12) Hair: Enter hair color using one of the following abbreviations:

BAL	=	Bald (if person being fingerprinted has lost most of his/her hair or is hairless)
BLK	=	Black
BLN	=	Blonde (or Strawberry)
BRO	=	Brown
GRY	=	Gray (or partially gray)
RED	=	Red (or Auburn)
SDY	=	Sandy
WHI	=	White

(13) Place of Birth (POB): Enter the state, territorial possession, province (Canadian), or country of birth. If possible, enter the city and state (use zip code abbreviation) where person being fingerprinted was born.

(14) Employer and Address: Name and complete address of employer.

(15) Reason Fingerprinted: Application to DFI.

(16) Social Security No. (SOC): Enter Social Security Number.