



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: <https://www.fieldprint.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 receive a copy of the individual’s criminal history, if any. The information will be used to make a determination about 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.

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.

To submit fingerprints through Fieldprint, schedule an appointment with Fieldprint at <https://www.fieldprint.com> (walk-ins are not accepted), or as instructed in NMLS (for MLOs and MLOCs). Follow the instructions on Fieldprint's website and be sure to select the correct license type for which you are applying with DFI.

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 and an organization/agency other than HCJDC will "roll" the fingerprints, request a Fingerprint Card from DFI by email at dfi@dcca.hawaii.gov. 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.

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.

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.

What You Need to Know When Using Fingerprint Cards

A. What You Need To Get Fingerprinted

1. You will need to:
 - a. Sign the Fingerprint Card in the presence of the official “rolling” your fingerprints;
 - b. Submit the completed [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 08.2016\)](#) (“Consent Form”) to the official;
 - c. Pay the fingerprinting entity fee for “rolling” your fingerprints; and
 - d. 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 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://cca.hawaii.gov/dfi>) the [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 08.2016\)](#) (“Consent Form”).
 - b. Applicant takes the following DIRECTLY to the HCJDC
 - (i) The ORIGINAL completed Consent Form; and
 - (ii) The fingerprint processing fee in the form of a money order or cashier’s check² made payable to the State of Hawaii in the amount of \$67.00 (\$25.00 for taking the fingerprints and \$42.00 for conducting the state and federal criminal background checks).

² One money order/cashier’s check may be submitted for two or more sets of fingerprints collected by HCJDC or submitted to DFI at the same time. **Cash and personal or business checks will not be accepted.**

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

- a. Applicant downloads from the DFI website (<http://cca.hawaii.gov/dfi/>) the [Department of Commerce and Consumer Affairs Division of Financial Institutions State and National Criminal History Record Check Consent & Notification \(DFI FORM CNF 08.2016\)](#) (“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**); and
 - (ii) The Consent Form.
- 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 fingerprinting official must be the one to enclose and seal the completed Fingerprint Card, the completed Consent Form, as well as any documentation describing any missing and/or deformity of the fingers or skin irritation, in an envelope. The money order or cashier’s check for the processing fee may also be enclosed in the envelope (but not required). The official must initial or sign across the sealed flap of the envelope.**
- e. Send the sealed envelope with a money order or cashier’s check² (if it is not enclosed in the envelope with the fingerprint cards) made payable to the State of Hawaii in the amount of \$47.00 (\$5.00 for scanning the fingerprint card into an electronic format and \$42.00 for conducting the state and federal criminal background checks) to:

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

- f. 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 were not sealed in the envelope by the official who “rolled” the fingerprints;
- The fingerprinting official did not initial or sign across the sealed flap of the envelope containing the fingerprint card(s) and associated Consent Form;
- 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 and associated Consent Form 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.

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.