



**STATE OF HAWAII
DIVISION OF FINANCIAL INSTITUTIONS
DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS**

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**FINGERPRINTING INFORMATION AND INSTRUCTIONS
DIRECT ALL QUESTIONS REGARDING THESE INSTRUCTIONS TO
THE DIVISION OF FINANCIAL INSTITUTIONS**

GENERAL INFORMATION ABOUT FINGERPRINTING

- Fingerprinting for the regulatory programs administered by the Division of Financial Institutions (“DFI”) vary by the type of license or charter being sought. See specific instructions below for each industry, charter, or license type.
- Your fingerprints will be used to conduct a Hawaii criminal record check, and a federal criminal record check. 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 an applicant or licensee.
- DFI will not use fingerprints or criminal history results that were submitted to DFI before an application for license or charter was received by DFI. Fingerprints or results received by DFI before the date of application will not be used. In such cases, the applicant will be advised to resubmit the fingerprints.

Use of Criminal History Information

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 an applicant or licensee.

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

1. Fieldprint, Inc.

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.fieldprinthawaii.com>.

- **Reminder:** Do not schedule an appointment with Fieldprint until after the application for license or charter has been filed with DFI. DFI will not use fingerprints or criminal history results that were submitted to DFI before an application for license or charter was received by DFI.

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

Type of Charter or License	Applicable Chapter, Hawaii Revised Statutes	Fieldprint License Code	ORI
Bank; Depository Financial Service Company; Non-Depository Financial Services Company; Trust and Non-Depository Trust Companies	412	HI-DCCA-CL	HI920264Z

Note: You must use the appropriate Fieldprint code for the industry license for which you are applying. Failure to use the proper code will result in your fingerprints and CBC being unusable.

2. Hawaii Criminal Justice Data Center

Fingerprinting can be done at the Hawaii Criminal Justice Data Center. Please contact the Criminal History Record Check unit at (808) 587-3279 to schedule an appointment.