



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Fingerprint Vendor

(249)

Effective: 12/2024

Revised: 02/2026

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.
- If you need to take the Live Scan Fingerprint Vendor Training Course, contact the Illinois State Police at 815-740-5160 for more information.

LICENSE QUALIFICATIONS

- Successfully completed a fingerprint vendor training course conducted or authorized by ISP.
- If you are a sole proprietor, not employed by a licensed fingerprint vendor agency, you are required to submit a copy of the Certification Letter issued by Illinois State Police which shows that the fingerprinting equipment, being utilized and software meets all specifications of the Illinois State Police.
- Provide proof of at least \$1,000,000 of general liability insurance held by the applicant as evidenced by a certificate of insurance from the insurer. A fingerprint vendor employed by a licensed fingerprint vendor agency may provide proof that his or her actions as a fingerprint vendor are covered by the liability insurance of his or her employer.
- Provide proof that the applicant maintains an office location in Illinois and attestation that the applicant will operate from that location when providing fingerprint services unless authorized to provide services from a location other than the stated office location.
- Fingerprints must be taken within 60 days from the date that the application.

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- **[FPV-DI](#)**- Verification of Device Identification Numbers
 - If you are employed by a licensed fingerprint vendor agency, complete boxes A & B with your name and your home address. Leave the device ID number section and address of livescan machine section blank. The licensee-in-charge of the agency will need to complete the bottom of the form.
 - If you are a sole proprietor complete the entire form being sure to list the fingerprint machine device identification number(s) and address(es) of livescan machines.

Must submit the Certification Letter issued by Illinois State Police which shows that the fingerprinting equipment, being utilized as referenced on supporting document FPV-DI and software meets all specifications of the Illinois State Police.
- **[FPV-ADD](#)**- You are required to maintain an office location in Illinois as listed on supporting document FPV-ADD and you must attest that you will operate from that location when providing fingerprint vendor services unless authorized to provide services from a location other than the stated office location.
- **[FPV-INS](#)**- provide proof of coverage under a commercial general liability insurance policy, with proof of a minimum of \$1,000,000 of liability insurance.
- FINGERPRINT Receipt with TCN number or peace officer **[VE-PEC](#)** form.
 - Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. A list of licensed Illinois Fingerprint Vendors can be found [here](#). Further instructions on how to complete this requirement can be found [here](#).
 - In lieu of fingerprints, verification, on forms provided by the Division, of proof of retirement as a peace officer, as defined in Section 5-10 of the Act, within 12 months prior to application. Supporting document **[VE-PEC](#)** shall be completed and signed by the applicant's employer.

IMPORTANT INFORMATION ONCE LICENSED

- All Fingerprint Vendor licenses expire on May 31st every 3 years regardless of issuance date.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.