



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Fingerprint Vendor (249)

Effective: 12/2024
Revised: 12/2024

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.
- You must provide a copy of the certificate for the Department of State Police Live Scan Fingerprint Vendor Training Course you completed.
- 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

- 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 as referenced on supporting document [FPV-DI](#) form, and software meets all specifications of the Illinois State Police.
- 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.
- 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.
- Individuals applying for licensure for professions that require fingerprints must submit to criminal background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. 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](#).

REQUIRED SUPPORTING DOCUMENTS

You must submit one of the below options.

- A. [FPV-DI](#)- If you are employed by a licensed fingerprint vendor agency, complete boxes A & B with your name and your home address, then check the box above B. 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 [FPV-DI](#) form being sure to list the fingerprint machine device identification number(s) and address(es) of livescan machines. A copy must be submitted of 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.

- B. [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.
- C. The security clearance requirement (fingerprints) is waived for those applicants who submit supporting document [VE-PEC](#), verifying their employment as a peace officer or their retirement from a peace officer position within one year of application.
- D. [FPV-INS](#)- You are required to submit proof of \$1,000,000 of liability insurance.

IMPORTANT INFORMATION ONCE LICENSED

- All Fingerprint Vendor licenses expire on May 31st of 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.