

## Fingerprint-Based Criminal History Background Check Information

To ensure compliance with federal laws, rules and regulations regarding fingerprint background checks, applicants who are required to complete fingerprinting requirements must also review the Fingerprint-Based Criminal History Record Check Policy and submit the one page FINGERPRINT POLICY AND ACKNOWLEDGEMENT FORM with their license application.

The FINGERPRINT POLICY AND ACKNOWLEDGEMENT FORM must be forwarded to the Agent Licensing Section after you submit your electronic application with NIPR.

You may submit the FINGERPRINT POLICY AND ACKNOWLEDGEMENT FORM to our office by doing one of the following:

1. Email at [ce.agent.licensing@tn.gov](mailto:ce.agent.licensing@tn.gov);
2. Fax at 615-532-2862; or
3. With your paper application

**NOTE:** We cannot access your background information and proceed with your license application until the FINGERPRINT POLICY AND ACKNOWLEDGEMENT FORM is received. Your full name must be legible and match the name on your license application.