



Fingerprint and Biographical Affidavit Requirements

“√” Updates to the State Specific Information

State	Requirements For Licensure	Requirements After Licensure (Non-Domestic)
Alabama	NAIC biographical affidavit and Third Party Verification.	If requested a NAIC biographical affidavit is required for new officers, within 15 days of request.
Alaska	NAIC Biographical Affidavit and Third Party Verification	NAIC biographical affidavit is not required for new officers.
Arizona	<u>Primary:</u> NAIC Biographical Affidavit and Fingerprint Cards. Affidavit must be originally executed. Contact the Financial Affairs Divisions at: (602) 364-3999 to request fingerprint cards and instructions. <u>Expansion:</u> NAIC Biographical Affidavit and Third Party Verification.	NAIC biographical affidavit is not required for new officers.
Arkansas	NAIC Biographical Affidavit and Third Party Verifications.	NAIC biographical affidavit is not required for new officers, assuming the domestic state is reviewing changes.
California	Fingerprints and biographical affidavits, please contact California's Department of Insurance directly at (415) 538-4035 to request the necessary fingerprint cards and affidavit forms.	Contact state for requirements.
Colorado	NAIC Biographical Affidavit and fingerprint cards for all domestic companies per 10-3-112 C.R.S. NAIC Biographical Affidavits and Third Party Verification reports for all foreign companies.	NAIC biographical affidavit is not required for new officers.
Connecticut	The State of Connecticut requires the NAIC Biographical Affidavits and as of 10/01/07 will require third party background investigations.	A NAIC biographical affidavit is required for new officers/directors as soon as possible.

State	Requirements For Licensure	Requirements After Licensure (Non-Domestic)
Delaware	NAIC Biographical Affidavit and Third Party Verification for Delaware domestic companies.	Contact state for requirements.
District of Columbia	NAIC Biographical Affidavit and Independent Third Party Verification	Contact state for requirements.
Florida	NAIC Biographical Affidavit, Third Party Verification and Fingerprint Cards. Please contact the Office of Insurance Regulation at (850) 413-2575 to request the necessary fingerprint cards or E-mail <a href="mailto:appcoord@fldfs.com">appcoord@fldfs.com</a> Effective August 16, 2007, Florida no longer requires credit reports with the background investigations.	A NAIC biographical affidavit is required for new key officers.
Georgia	NAIC Biographical Affidavit and Independent Third Party Verification	Contact state for requirements.
√Hawaii	NAIC Biographical Affidavit and Independent Third Party Verification <b>Sally D. Bautista — Phone #: (808) 586-7414</b>	<b>NAIC biographical affidavit is required for new officers when filing for Mergers and Acquisitions only.</b>
Idaho	NAIC Biographical Affidavit and Third Party Verification	NAIC biographical affidavit is not required for new officers.
Illinois	NAIC Biographical Affidavit	Contact state for requirements.
Indiana	NAIC Biographical Affidavit and Independent Third Party Verification.	Contact state for requirements.
Iowa	NAIC Biographical Affidavit and Independent Third Party Verification.	NAIC biographical affidavit is not required for new officers.
Kansas	NAIC Biographical Affidavit certified by an Independent Third Party.	NAIC biographical affidavit is required for new President or Secretary.
Kentucky	NAIC Biographical Affidavit and Third Party Verifications	NAIC biographical affidavit is required for new President's only, within 30 days.
Louisiana	NAIC Biographical Affidavits, Investigative Reports and Fingerprint Cards.	Contact state for requirements.
Maine	NAIC Biographical Affidavit and Independent Third Party Verification	NAIC biographical affidavit is not required for new officers.
Maryland	NAIC Biographical Affidavit certified by Independent Third Party Verification.	NAIC biographical affidavit is required for new officers.
Massachusetts	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers.

Michigan	<p><b>Primary:</b> NAIC Biographical Affidavit and fingerprint cards. Please contact the Office of Financial and Insurance <b>Regulation</b> - at (517) 335-2062 to request the necessary fingerprint cards.</p> <p><b>Expansion:</b> The state of Michigan requires NAIC Biographical Affidavits and Third Party Verifications.</p>	NAIC biographical affidavit is not required for new officers.
Minnesota	NAIC Biographical Affidavit and Independent Third Party Verifications are required for Primary and Expansion Applications. Signatures must be original.	NAIC biographical affidavit is not required for new officers.
Mississippi	NAIC Biographical Affidavit	Contact state for requirements.
Missouri	NAIC Biographical Affidavit and Independent Third Party Verification.	Contact state for requirements.
Montana	NAIC Biographical Affidavit and Independent Third Party Verification.	NAIC biographical affidavit is not required for new officers.
Nebraska	NAIC Biographical Affidavit and Independent Third Party Verification.	NAIC biographical affidavit is not required for new officers.
Nevada	NAIC Biographical Affidavit	A letter is required indicating new officers within 90 days.
New Hampshire	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers.
New Jersey	<p><b>Primary:</b> New Jersey has a state specific biographical affidavit form and will require a criminal history record check by the New Jersey State Police. The biographical affidavit form is available on the department's web site. However, the criminal history record check is a yellow form from the State Police and must be supplied by the New Jersey Department of Banking and Insurance.</p> <p><b>Expansion:</b> NAIC Biographical Affidavit</p>	Contact state for requirements.
New Mexico	NAIC Biographical Affidavit and Independent Third Party Verification	NAIC biographical affidavit is required for new officers, as soon as possible.
New York	NAIC Biographical Affidavit and Fingerprint Cards	Contact state for requirements.

North Carolina	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers.
North Dakota	NAIC Biographical Affidavit and Independent Third Party Verification	NAIC biographical affidavit is not required for new officers.
Ohio	Ohio does require independent third party verifications from the Ohio list at <a href="http://ohioinsurance.gov/Company/BIO_ThirdParty.htm">http://ohioinsurance.gov/Company/BIO_ThirdParty.htm</a>	NAIC biographical affidavit is not required for new officers.
Oklahoma	NAIC Biographical Affidavit and Independent Third Party Verification	Contact state for requirements.
Oregon	Biographical affidavit for all officers and directors of the company as listed on the jurat page of the filed statement.	NAIC biographical affidavit is not required for new officers.
Pennsylvania	Pennsylvania requests verification of primary application biographical affidavits, we do not require 3 <sup>rd</sup> party verification of foreign applicants.	Contact state for requirements.
Rhode Island	Rhode Island will no longer require the Independent Third Party Verifications. Rhode Island will only require the NAIC Biographical Affidavit.	Contact state for requirements.
South Carolina	NAIC Biographical Affidavit and Independent Third Party Verification	NAIC biographical affidavit is not required for new officers.
South Dakota	<b>DO NOT SUBMIT</b> Biographical Affidavits or employee organizational charts for foreign insurance companies. <b>They are not required of foreign companies at any time.</b>	NAIC biographical affidavit is not required for new officers.
Tennessee	NAIC Biographical Affidavit	Contact state for requirements.
Texas	Submit biographical information pursuant to UCAA instructions and requirements. Submit fingerprint cards for each biographical affidavit that is submitted with the application. For fingerprint card information, please see <a href="http://www.tdi.state.tx.us/bulletins/2006/cc26.html">http://www.tdi.state.tx.us/bulletins/2006/cc26.html</a> Texas strongly recommends submitting digital fingerprint cards, as the cards are accurate and processing time is much faster. Ink print cards require longer processing times and are very susceptible to inaccuracies that may require multiple submissions.	NAIC biographical affidavit and fingerprint card are required for new key officers within 30 days.
Utah	NAIC Biographical Affidavit and Independent Third Party Verification.	A letter is required listing changes for removals if removed for a cause.

Vermont	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers.
Virginia	NAIC biographical affidavit and Third Party Verification.	NAIC biographical affidavit is not required for new officers.
Washington	NAIC Biographical Affidavit and Third Party Verification	NAIC biographical affidavit is not required for new officers.
West Virginia	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers.
Wisconsin	NAIC Biographical Affidavit	NAIC biographical affidavit is not required for new officers, please notify changes in writing.
Wyoming	NAIC Biographical Affidavit and Independent Third Party Verification.	NAIC biographical affidavit is required for new president, only within 90 days.