

Finger Printing Instructions

Effective April 2024

PSI is offering Finger Printing Services for the North Dakota Insurance Department at the following locations. You may be fingerprinted immediately after passing your exam, or you may walk in during the designated times listed below. Services will be on a first come, first served basis. You cannot schedule an appointment.

You must provide two separate payments for the fingerprints:

- BCI processing fee of **\$41.25**.
- This **MUST** be paid with a company check, personal check, money order or cashier's check made payable to The North Dakota Attorney General. **Credit cards will not be accepted.** PSI will mail the check to the North Dakota Insurance Department along with your fingerprint cards.
- PSI processing fee of **\$29.00**. This processing fee may be made payable by money order, cashier's check, company check, VISA or MasterCard (checks made payable to PSI).

Following are the PSI centers where you may get your Finger Prints taken. **Children are NOT allowed in the test center.**

Testing Center	Hours for Walk-in Fingerprinting	
Bismarck, ND 120 N. 3rd St, Suite 75 Logan Building Bismarck, ND 58501	Mondays Tuesdays	10:00am-11:30am 11:30am-1:30pm
Minot - Minot State University 500 University Ave W Center for Extended Learning Admin Bldg, Room 361 Minot, ND 58707	Tuesdays and Thursdays	1:00pm-3:00pm
Fargo - Fargo Jet Center 3802 20th St North Hector Field - Door 1 Fargo, ND 58102	Walk-in fingerprinting is not available at this time.	
Grand Forks - Kvasager Learning Center 1802 Continental Dr Grand Forks, ND 58201	Fridays	10:00am-12:00pm
Fargo - Fargo Training and Testing Center 4575 23rd Ave S, Suite 1100 Fargo, ND 58104	Wednesdays	10:00am-12:00pm