



STATE OF KANSAS
OFFICE OF THE STATE BANK COMMISSIONER
CONSUMER AND MORTGAGE LENDING DIVISION
700 SW Jackson St., Suite 300
Topeka, KS 66603-3796
785-296-2266 Fax: 785-296-6037

FINGERPRINT CARD REQUEST FORM

Any applicant who files an application for a Kansas Supervised Loan License or Kansas Mortgage Company License must provide completed fingerprint cards with their application and pay to the Office of the State Bank Commissioner (OSBC) processing fees required by the bureaus of investigation to scan the cards.

Check the appropriate type of license below:

 Supervised Loan Licensee/Applicant: Fingerprint card must be completed for every new owner with ownership interest of 10% or more, and every new officer or partner.

 Mortgage Company Licensee/Applicant: Fingerprint card must be completed for every new owner with ownership interest of 10% or more, and every new officer or partner.

To request fingerprint cards, complete this form and email to [VfjUb\ i k j Yf4 cgVWUbgUg"cfj](mailto:VfjUb\ i k j Yf4 cgVWUbgUg) or fax to 785-296-6037. The number of fingerprint cards requested will be mailed to the contact person at the mailing address listed below with instructions for completing the cards.

Number of Fingerprint Cards Requested: _____

Contact Person: _____
(Name) (Phone Number) (Email)

Company: _____
(Company Name)

Company Mailing Address: _____
(Street)

(City) (State) (Zip Code)

Company License No.: _____
(N/A if submitting new company license application)

For companies not on the NMLS system: Mail the completed fingerprint card request form and correct processing fee to the OSBC at the address above.

For companies on the NMLS system: Mail only the completed fingerprint card request form to the OSBC at the address above. Once your company has amended its record in NMLS, the OSBC will invoice your company via the NMLS system. Upon receipt of the completed fingerprint card(s) and paid NMLS invoice, the OSBC will submit the completed fingerprint card(s) to be processed.

Any deviation from this procedure will delay the processing of your request. Please contact us at 785-296-2266 should you have questions.