



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

### FINGERPRINT CARD REQUEST FORM

Any applicant who files an application for a Supervised Loan License, Mortgage Company License, or Credit Services Organization 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 process national and state background checks.

Fingerprint cards must be completed for every owner of 10% or more interest in the applicant, and every director, member, partner and executive officer of the applicant.

**To request fingerprint cards, complete this form and email to [licensing@osbckansas.org](mailto:licensing@osbckansas.org) 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)

**Completed fingerprint cards and correct processing fees must be enclosed and mailed with your license application as directed. Any deviation from this procedure will delay the processing of your application.**

Please contact us at 785-296-2266 or [licensing@osbckansas.org](mailto:licensing@osbckansas.org) should you have questions.

If a new owner, officer, director, member or partner is being added to an approved Licensee, each new individual must submit a [Confidential Background Information Consent Form and FBI Waiver Agreement](#) and completed Fingerprint Card with fees. See form for payment instructions and current fee amounts.