**Section 1240.610 Licensure − Fingerprint Vendor Agency**

a) An applicant for licensure as a fingerprint vendor agency shall, in accordance with Section 31-15 of the Act, file an application with the Division, on forms provided by the Division, together with the following:

1) Business name and address of the fingerprint vendor agency. If fingerprint services are provided at a location other than the business address, a branch office license shall not be necessary;

2) Anyone doing business as (d/b/a) names used by the fingerprint vendor agency and proof of legal authorization to use that name;

3) The type of business (sole proprietorship, partnership, corporation, etc.):

A) If a partnership, a listing of all partners and their addresses;

B) If a corporation, a copy of the Articles of Incorporation and a listing of all members of the board of directors. If the corporation is a foreign corporation, a copy of the authorization to conduct business in Illinois and a list of all members of the board of directors shall be submitted;

C) If a limited liability company, a copy of the Articles of Organization and a listing of all members of the board of directors;

4) The name of the licensed fingerprint vendor who is and who shall remain responsible for the daily activities of the fingerprint vendor agency;

5) The device identification number (ID number) of all fingerprinting machines utilized by the fingerprint vendor agency and their locations;

6) Certification issued by ISP that the applicant's fingerprinting equipment and software meets all specifications of ISP. Compliance with the ISP fingerprinting equipment and software specifications is a continuing requirement for licensure. The certification shall be provided to Division personnel upon request.

b) An applicant for a fingerprint vendor agency shall name at least one officer or executive employee who is a licensed fingerprint vendor under the Act who is responsible for the daily activities of the fingerprint vendor agency, and any unlicensed officers or directors of the corporation or limited liability company who have been determined by the Division to be persons of good moral character. Maintaining at least one officer or executive employee who is a licensed fingerprint vendor under the Act who shall be responsible for the daily activities of the fingerprint vendor agency shall be a continuing requirement of licensure.

c) When the accuracy, relevance or sufficiency of any submitted documentation or information is questioned by the Division because of lack of information, discrepancies or conflicts in information given, or a need for clarification, the applicant seeking licensure shall be requested to:

1) Provide information as may be necessary; and/or

2) Appear for an interview before the Board to explain the accuracy, relevance or sufficiency of any submitted documentation or information or lack of information, discrepancies or conflicts in information given.

(Source: Amended at 43 Ill. Reg. 7111, effective June 21, 2019)