

# Florida Licensing Instructions

To market legal Memberships in Florida, you will need to:

1. LICENSE APPLICATION
2. FINGERPRINTS
3. PHOTO ID
4. APPOINTMENT

To apply for License and Finger Prints now you can do it from one Website:  
"Florida Department of Financial Services" <http://www.fldfs.com/agents>

## LICENSE APPLICATION:

1. Go to <http://www.fldfs.com/agents>
2. Look for "[Links For Agents & Adjusters](#)" at the right of the page
3. Click on "[Apply for License](#)"
4. Enter your "Social Security", your "Birth Date", and "Login"
5. Answer all the Questions. You are applying for a "Permanent License", The license is the "Legal Expense Representative License" (02-56)
6. Pay the License Fees \$57.95 using a Credit Card.

## FINGERPRINTS:

- 1 Go to <http://www.fldfs.com/agents>
- 2 Look for "[Electronic Fingerprinting](#)" on the Left Margin of the Page.
- 3 Choose an Electronic Finger Location Run by "**Promissor**" (**DO NOT CHOOSE IBT**)
- 4 ***Once you select the Location it will give you a Document with the following instructions:***
- 5 **Go to:** <http://www.catglobal.com/CATGlobal8/flref2.asp>
- 6 **You must "Create a New Account." The mandatory fields are indicated in bold. Once that is complete, you will receive a user identification and password. 3. Click "Log In" located on the right part of the screen. Complete the ID with the user identification you received and the password. Click "Continue."**
- 7 Go to the left of the screen under "My Tasks" and click "Schedule a Test."
- 8 "Select a Test" appears. Utilizing the drop-down menu, select "Florida Fingerprinting" from the drop-down list entitled "Company/Assoc. Sponsor."
- 9 Select "**Florida Insurance Fingerprinting**" from the drop-down list entitled "Program."
- 10 Complete all of the required fields for fingerprinting; i.e., Occupation (Insurance License) Gender, Race, Height, Weight, Eye Color and Hair Color. Click "Continue."
- 11 "Select a Test" appears. Click "Continue" to confirm.
- 12 "Select a Test Center" appears. Utilizing the drop-down menu, select the city name of the test center you would like to have the service performed. Click "Continue."
- 13 A calendar will appear. Any date that fingerprint services are available is underscored. (\_\_\_\_).
- 14 Select the date you want and the times available on that date will appear on the right of the screen. Select the time you want.
- 15 The next screen will allow you to "Review Your Selections." Select "Proceed to Checkout."
- 16 You must pay for the reservation by credit card (MasterCard, Visa, American Express, and Discover), debit card, electronic check or pre-paid voucher. Enter payment detail, when all information is correct, click "Continue."

## PHOTO ID:

7 Days after you have filed your Electronic Fingerprints you must check for the **Authorization** to get your Photo-ID. To do this go to <http://www.pplmiami.com> and **click the link** that says "**CHECK FLORIDA LICENSE STATUS**". Enter you SS and verify if ready. If Ready go to the same "**PROMISSOR**" location you got your fingerprints to get your Photo- ID"

## APPOINTMENT:

The last step is to become appointed by Pre-Paid Legal Services. Fax a copy of your Legal Expense Agent License, credit card authorization for the \$60.00, your Associate number, and your date of birth and your signature to Pre-Paid Legal License Department at (580) 436-7555. (You can use the License Appointment form.) The next day, call Pre-Paid Legal at 580-436-7424. Ask for Licensing Department and confirm that you have been appointed. To get the appointment form click on:

<http://www.pplstars.com/LIC2.pdf>