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**IOWA DIVISION OF BANKING**  
**APPRAISAL MANAGEMENT COMPANY SUPERVISION**

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200 E GRAND AVE  
SUITE 350  
DES MOINES, IA 50309

TELEPHONE: (515) 725-9025  
FAX: (515) 725-9032  
EMAIL: [AMCSUPERVISION@IOWA.GOV](mailto:AMCSUPERVISION@IOWA.GOV)  
WEBSITE: [WWW.IDOB.STATE.IA.US/AMC](http://WWW.IDOB.STATE.IA.US/AMC)

**NATIONAL CRIMINAL HISTORY BACKGROUND CHECKS**

**Instructions for Completing the Fingerprint Card & Waiver**

1. You may request fingerprint cards by sending an email request to [AMCSupervision@iowa.gov](mailto:AMCSupervision@iowa.gov). Please provide the quantity needed and your full mailing address. (It is recommended that you submit two fingerprint cards. The alternate card will be used in the event the card submitted to the FBI is rejected.)
2. Contact an authorized finger printer (see [www.myfbireport.com/locations/](http://www.myfbireport.com/locations/) for locations) to make an appointment to have your fingerprints taken. Take the fingerprint cards with you to your appointment and be aware you may be charged a fee by the person taking the fingerprints.
3. Be prepared to provide the demographic information but **DO NOT complete any information on the card prior to the fingerprinting process** as the person taking the prints may utilize a livescan machine and will input the demographic information which will then be printed by the livescan machine on the card you provide. If you have already entered information on the card the demographic information will print on top of that information and it becomes difficult to read and may cause the card to be rejected by the FBI.
4. Please sign the card when directed by the person taking the prints. We will not submit any fingerprint cards to the FBI that are not signed.
5. If not already completed by the livescan machine please input the demographic information. **Do not make any changes, or print over the information which has been pre-printed, on the card.**
6. Fingerprints must be legible in all of the appropriate boxes and must be BLACK. The FBI will reject fingerprints that cannot be scanned or are not in black and a new fingerprint card will have to be completed.

**Do not fold, staple, bend, tape, highlight, stamp, or make extraneous marks, or modify the fingerprint card.**

7. Complete the waiver form (DCI-45) in its entirety.
8. Submit fingerprint packet to:  

Iowa Division of Banking  
AMC Supervision  
200 East Grand Ave, Suite 350  
Des Moines, IA 50309
9. Fingerprint Packet Checklist for submission of fingerprint cards.

- Completed fingerprint card(s)
- Signed Waiver Agreement(s) (DCI-45)
- Check or money order made payable to "State of Iowa" in the amount of \$51. If paying by credit card, submit the AMC Payment Block.

10. Questions/Concerns may be directed to Brandy March at [AMCSupervision@iowa.gov](mailto:AMCSupervision@iowa.gov) or at 515-725-9025.