

## INSTRUCTIONS FOR FILING FOR REGISTRATION OF AN AMC

1. Each AMC must complete the “AMC Registration Application Form (AMC-1).” This form is provided in a fillable .pdf format, so it can be completed electronically and printed/mailed. Each question must be answered. Applications received without proper documentation will be returned.
2. The controlling person and each owner of 10% or more of the applicant AMC must complete the “Controlling Person/Owner Form (AMC-2).” This form is also fillable. **Important:** The bottom of page 3 of the AMC-2 form must be completed by the fingerprinting agency at the time the fingerprints are taken. This section is the fingerprinting agency’s certification that the identity of the party being fingerprinted was confirmed by photo ID.
  - a. Each Controlling Person and Owner of 10% or more is required to submit to a background check. A completed fingerprint card must be attached to every AMC-2 form. Only standard print card FD-258 is acceptable; these cards may be obtained at your local law enforcement agency or authorized printing entity. If you are unable to obtain a fingerprint card, email us at [kreab@ks.gov](mailto:kreab@ks.gov) to request cards be mailed to you.
  - b. The fee for the criminal history check is \$57 per person and must be attached. This is to be submitted by check or money order, payable to the Kansas Bureau of Investigation or KBI. The fees can be paid individually, or as one check to cover all “Controlling Person /Owner” forms submitted.
3. The fee schedule for registering an AMC is located on page 4 of the “AMC Registration Application Form. The registration fee is based upon the date the application is received and can be processed.