# COMPLETING THE CRIMINAL BACKGROUND CHECK PROCESS

The instructions below will walk you through the process of authorizing a criminal background check (CBC) and scheduling an appointment to have your fingerprints captured.

*Authorizing a Criminal Background Check*

1. Navigate to the **NMLS Federal Registry Resource Center**.

2. Click the **Log in to NMLS** button in the upper right corner.

3. Select the appropriate context: Federal (if applicable) and log into NMLS.

4. Click the **Filing** tab in the upper right hand corner.

5. Click the **MU4R** link in the sub-menu.

6. Individuals should answer the following question to determine the next step: **Is your institution submitting and paying for the CBC authorization?**

   a. **Yes**: Click the **Review and Attest** button to attest to an institution initiated MU4R. See the MU4R Attestation Quick Guide if this is your first time completing the MU4R Form.
   **NOTE**: If option is not available contact your employer.

   b. **No**: Click the **Request New/Update** button to complete and submit the MU4R Form. See the Submitting Your MU4R: MLO Initiated Quick Guide if this is your first time completing the MU4R Form.
   **NOTE**: If you do not see the **Request New/Update** button, you may already have a pending filing with a filing status of "Unsubmitted", and will need to select the **Edit** button to continue editing your pending MU4R filing or the **Delete** button to delete the pending filing.

7. Click the **Criminal Background Check** link on the left navigation panel.

8. Select the "**I am requesting a Federal Criminal Background Check**" checkbox.

   **NOTE:** In order to become registered for the first time a Criminal Background Check authorization is required to be completed by all Federal Registrants. Also, any time an MLO changes federal employers, another CBC is authorization is required.

9. Confirm one of the following background check methods. (Only methods available to you will be displayed.)

    a.   Submit New Prints

    b.   Use Existing Prints

10. Complete the **Demographics** section and click **Save** prior to clicking **Next**.

11. Click **Attest and Submit** on the left navigation panel.

12. Check the box verifying the attestation language.

    a.   Click **Attest**, no payment required

    b.   Click **Submit Filing** and remit payment

13. Once payment has been submitted, a fingerprinting appointment must be completed if "Submit New Prints" was the CBC method selected in the MU4R. Proceed to Scheduling your fingerprint appointment section of guide for further instructions.

### *Scheduling your fingerprint appointment*

1. Navigate to the **[NMLS Federal Registry Resource Center](#)**.

2. Click the **Log in to NMLS** button in the upper right corner.

3. Select the appropriate context: Federal (if applicable) and log into NMLS.

4. Click the **Composite View** tab in the top right corner.

5. Click **View Individual** sub-menu option.

6. Click **View Criminal Background Check Requests** on the left navigation panel.

   **NOTE:** From this page, you can view the status on an existing request or click the link **[Schedule your fingerprinting appointment](#)** to visit the NMLS-approved fingerprint vendor's (Fieldprint's) scheduling site to make an appointment to have your fingerprints captured.

*From the Fieldprint website:*

7. Click **Sign Up.**

### Welcome to Fieldprint®

You must create a Fieldprint account before you can schedule an appointment. The account will be good for the collection of one set of fingerprints and will be deleted upon the successful submission of your fingerprints to the NMLS.

Note that you must have a valid, unexpired government-issued photo identification in order to continue scheduling your appointment.

When creating your Fieldprint account, your NMLS log-in information does not automatically transfer.

If at any point you experience an issue with this website, please contact customer service at 877-614-4361 for assistance.

| Sign Up | Returning User Login |
|---|---|
| For new users, please select "Sign Up" below to schedule a Fieldprint appointment. | For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment. |
| Sign Up | Log In |

8. Read the E-Sign Act Closure and Consent Agreement and click **I Agree** at the bottom of the page.

9. Enter the required information to create an account and click **Continue.**

**Create Account**

Please fill in the following fields to create an account.

★ — Required Fields

| | |
|---|---|
| Email★ | NMLS_user@fieldprint.com |
| Username★ | NMLS_user |
| | •••••••• show |
| Password★ | ✓ Must contain at least 1 digit.<br>✓ Must be between 8 to 128 characters.<br>✓ Must contain at least 1 lower case letter and at least 1 upper case letter.<br>✓ Must contain at least 1 special character (! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [ ] ^ _ ` { | } ~). |
| Confirm Password★ | •••••••• show |
| First Name★ | lttest |
| Last Name★ | lttest |
| Mobile Phone Number | |

**Security Questions**

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

| | |
|---|---|
| Security Question 1★ | What was your childhood nickname? ⌄ |
| Answer 1★ | •••• show |
| Security Question 2★ | What is your oldest cousin's first and last name? ⌄ |
| Answer 2★ | •••••• show |
| Security Question 3★ | In what city does your nearest sibling live? ⌄ |
| Answer 3★ | •••• show |

Back     **Continue**

10. Check your email for a verification code sent from auth@fieldprint.com. You may need to check you Junk or Spam folder.

11. Enter your verification code and click **Complete Registration.**

### Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ **Please do not close your browser.**

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

★ — Required Fields

Verification Code★                    87929579

Didn't receive an email? Click here to resend email.

**Complete Registration**

12. Enter your username and password and click **Login**.

ⓘ Your account has been verified
You have successfully verified your account, please log in.

### Log in

Username

NMLS_user

Password

••••••••

Back        Login

13. Select the relevant choice on the *Additional Licenses and Processing* screen:
    a. State for Florida and/or Hawaii

| State(s) | | Fee |
|---|---|---|
| ☐ Florida | | $ 24.00 |
| FL - Mortgage Loan Originator (FL OFR) - Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes of a statewide criminal background check for individuals seeking licensure as mortgage loan originators. (ORI# FL737111Z) | | |
| ☑ Hawaii | Select one ▾ | $ 30.00 |
| | Select one | |
| | **Escrow Depository** | ...t fingerprints. |
| Fingerprints will be submitted to the Hawaii CJDC for the purpose of a fingerprint-based background screening for individuals conducting activities or seeking licensure. (ORI# HI920264Z) | | |
| ☐ None of the Above | | |
| Select this option if none of the other listings apply to you. | | |

    b. Federal Registrants
    c. Nothing above is my case
14. Click **Continue.**

○ Biometric Disclosure

○ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

**Federal Registrants Only**

○ Federal Registrants

Certain institutions are providing their employees with an institution-specific Federal Registration Code to facilitate the use of existing fingerprint files for the federal registration process. If your employer is a federal agency-regulated financial institution and provided you with a Fieldprint Federal Registration Code, please enter it here.

Fieldprint Federal Registration Code

This code is provided to employees by their employing federal agency-regulated institution to facilitate the use of existing fingerprint files for the federal registration process. Not all institutions are participating in this program and, therefore, not all institutions will have a code for their employees. If you do not have a code and believe you should, please contact your employer.

**Nothing Above**

◉ Nothing above is my case

You can choose this option if your employer does not have an institution-specific code, or you cannot contact your employer for additional consultation.

( Cancel & Start New )          ( Continue )

15. Enter the required fields for your personal information and click **Continue**.



16. Read the Biometric Disclosure and select **I agree** and click **Continue** at the bottom of the page.
17. Read the FBI Privacy Statement and Privacy Notice and select **I agree** and click **Continue** at the bottom of the page.

18. Use the *Schedule Appointment* screen to find a location and schedule an appointment.
19. Click **Continue**.

**Data Collection**

✓ Additional Licenses and Processing

✓ Personal Information

**Authorization**

✓ Biometric Disclosure

✓ FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

Confirmation

**Fieldprint Location**

Back to 20 Results

**Schedule Appointment**

🔥 Fieldprint Site - Fieldprint, 12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

M TU W TH F 10:00 AM - 04:00 PM Unavailable: M TU W TH F 01:00 PM - 02:00 PM

🚶 2.03 mi       ♿

ⓘ **Notice**

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

★ — Required Fields

| Available Date★ | August | 31 | 2023 |
|---|---|---|---|

| Part of day★ | Morning (before 12 PM) | 10:00 AM |
|---|---|---|

**Continue**

20. Review your appointment details and click **Finish Scheduling**.



If you have any questions, contact Fieldprint at (877) 614-4361.