

Updated: 9/15/2023

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?
 - 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 <u>Submitting Your MU4R</u>: <u>MLO Initiated</u> 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.
- 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.

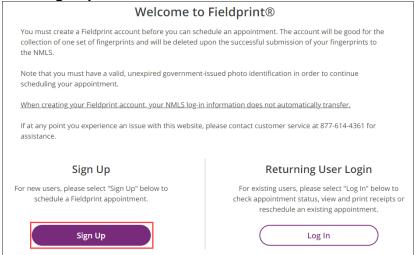
Scheduling your fingerprint appointment

- 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.
- 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.



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

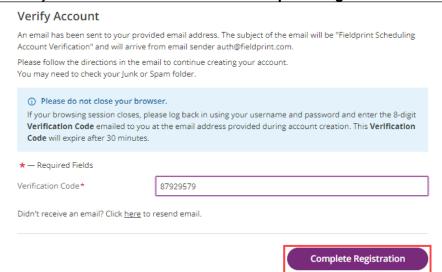
9. Enter the required information to create an account and click **Continue**. **Create Account** Please fill in the following fields to create an account. * - Required Fields Email* NMLS_user@fieldprint.com Username* NMLS_user show Must contain at least 1 digit. Password* Must be between 8 to 128 characters. Must contain at least 1 lower case letter and at least 1 upper case letter. Must contain at least 1 special character (! " # \$ % & ' () * + , - . / : ; < = > ? @ [] ^_ Confirm Password* First Name* Ittest Last Name* 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*

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

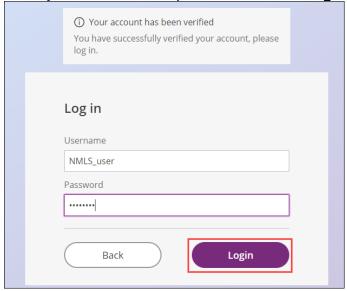
Continue

Back

11. Enter your verification code and click Complete Registration.



12. Enter your username and password and click Login.

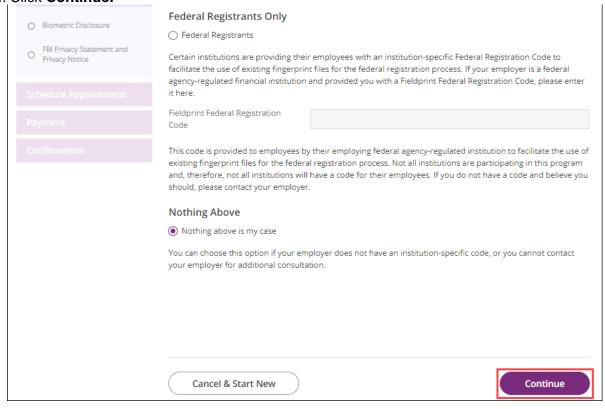


13. Select the relevant choice on the Additional Licenses and Processing screen:

a. State for Florida and/or Hawaii



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



Data Collection Personal Information Please enter your personal information below. Additional Licenses and Processing Notice The information entered on this screen must belong to the person attending the appointment. The name O Personal Information provided for the appointment must be your full, legal name and must match both forms of Identification exactly. The date of birth provided must also be an exact match to what is listed on the primary form of identification. Your fingerprint collection appointment will not take place if you cannot provide two forms of matching identification. O Biometric Disclosure Acceptable Forms of ID ★ — Required Fields FBI Privacy Statement and Privacy Notice First Name* ② Ittest Middle Name ② Last Name * ② Ittest Suffix Select one NMLS ID* ② Unsure of NMLS ID? 0002 Date of Birth* ② 1903 January Phone* ② (888) 977-2520 Alternate Phone ② Email* ② NMLS_user@fieldprint.com Preferred Contact Method* ② Email Phone Appointment Reminder * ③ ○ Email ● No

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

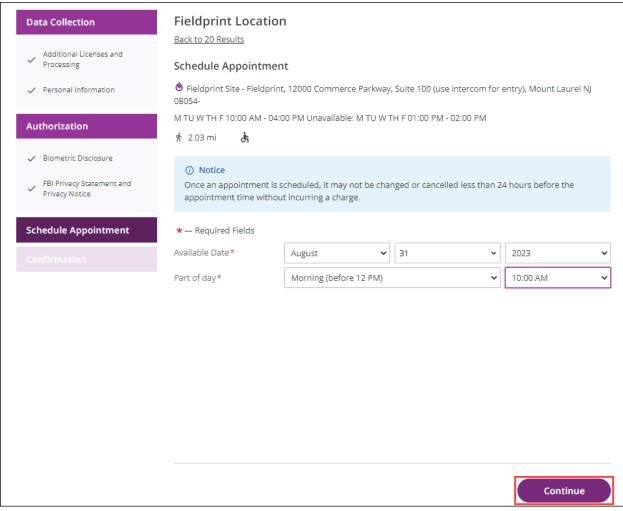
16. Read the Biometric Disclosure and select I agree and click Continue at the bottom of the page.

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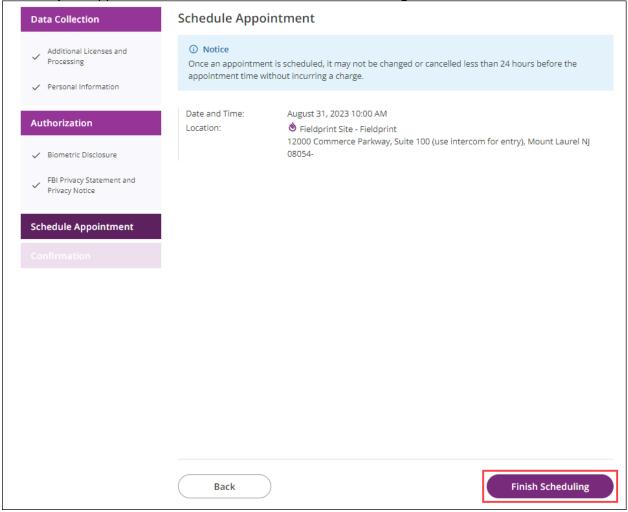
17. Read the FBI Privacy Statement and Privacy Notice and select I agree and click Continue at the bottom of the page.

Continue

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



20. Review your appointment details and click Finish Scheduling.



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