



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
 - c. Use Pending 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. Enter your email address under **New Users | Sign Up** and click **Sign Up**.

The screenshot shows the Fieldprint website interface. At the top, there is a navigation bar with the Fieldprint logo and language options for English and Español. Below the navigation bar, there is a section titled "NMLS Fingerprint Scheduling" with introductory text and a note about valid identification. The main content area is divided into two columns. The left column is titled "New Users | Sign Up" and contains instructions for new users, an "Email address:" label, a text input field containing "johnqpublic@domain.com", and a "Sign Up" button highlighted with a red box and the number "7". The right column is titled "Existing Users | Sign In" and contains instructions for existing users, an "Email address:" label, a text input field, a "Password:" label, another text input field, a "Sign In" button, and a "Forgot Password?" link.

Figure 1: Fieldprint Sign In

8. Create a password and security question/answer then click the **Sign Up and Continue** button.

The screenshot shows the Fieldprint website interface for the "Sign Up" process. At the top, there is a navigation bar with the Fieldprint logo, a "Welcome, ITTestnmls!" message, a "Logout" link, and language options for English and Español. Below the navigation bar, there is a "Need More Help?" section with a call icon and the text "Call 877-614-4361 or Email Us". The main content area is titled "Sign Up" and contains instructions for registration, "Password Rules", and a "Security Question" section. The "Password Rules" section lists requirements: "Must be 8 to 16 characters long", "Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#%*)", "May not contain the phrase 'password'", and "May not be the same as your username". The "Security Question" section includes a "Security Question" input field with "What was your first pet's name" and a "Security Question Answer" input field with "Hank". Below these is a "Contact Email Address" input field with "JohnPublic@domain.com". A "Sign Up and Continue" button is highlighted with a red box and the number "8" next to it.

Figure 2: Fieldprint Sign Up

9. Complete each section under **Personal Information**.
 - a. *I am seeking state licensure in Florida and/or Hawaii* does not pertain to federal registrants
 - b. *Federal Registrants Only* section should only be completed at the direction of employing institution

fieldprint Welcome, ITTestnmls! [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help?
 Call 877-614-4361 or [Email Us](#)

Personal Information We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Processing your criminal background check will be significantly delayed if the name entered here is not included in your NMLS record.
 Provide your full legal name as it is issued on your government issued identification document.

First Name: Middle Name: Last Name: Suffix: ?

NMLS ID: ? You must enter a valid NMLS ID. Entering an invalid or incorrect NMLS ID can result in significant delays in processing your license.
[Unsure of NMLS ID?](#)

Date of Birth:
 Month: Day: Year: ?

Contact Phone: ?

Contact E-mail: ?

Preferred Contact Method:
 Phone E-mail ?

STATE LICENSEES/APPLICANTS ONLY ?

I am seeking state licensure in Florida and/or Hawaii.

If you work for a bank, do not check this box unless instructed to do so by your employer.

FEDERAL REGISTRANTS ONLY

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 (optional):
 x ?

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.

If your employer does not have an institution-specific code, please leave this field blank, click "Save and Continue" and continue with the scheduling process.

9 **Save and Continue**

Figure 3: Fieldprint Personal Information

10. Enter the Social Security Number then click the **Save and Continue** button.

Figure 4: Fieldprint Additional Information

11. If Fieldprint identifies that there are fingerprints are on file for you a confirmation will display. At this time the fingerprints will be submitted to NMLS. Should you have any questions, contact your employing Institution.

Figure 5: Fieldprint Confirmation

12. If Fieldprint does not identify fingerprints on file, click **Schedule a Fingerprinting Appointment**.

Figure 6: Fieldprint Confirmation – Schedule Fingerprinting Appointment

Continue through Fieldprint's website to schedule the fingerprint appointment. If you have any questions contact Fieldprint at (877) 614-4361.