



CRIMINAL BACKGROUND CHECK STATUS AND RESULTS

A Federal Registry Institution user can manage their mortgage loan originators' criminal background checks (CBC) and subsequently view the status and results through NMLS. The status will indicate where an individual is in the CBC process. Once the individual has completed the CBC process and results have been received, the institution can view the results in NMLS.

Check the Status of a CBC Request

To check the status of an MLO's criminal background check, follow the steps below.

1. Log in to your Institution account.
2. Click the **Composite View** tab.
3. Click the **View Individual** link in the submenu.
4. Click the **View Criminal Background Check Requests** link on the left navigation panel.

From this page you can view the status of an existing request. The following statuses may be displayed in the Criminal Background Check Requests section:

- **Pending Fingerprints** – A CBC request has been submitted, but prints have not yet been taken.
- **Processing Fingerprints** – A CBC request has been submitted, prints have been taken, and the background check is being performed.
- **Processing Name Check** – A background check is being performed using the "Name Check" method.
- **Closed** – The background check has been conducted. The reason closed field will reflect received, rejected, or illegible. Received indicates the process is complete, rejected means information may be missing and illegible indicates prints must be retaken.

NOTE: Results are not provided to individuals, NMLS is only authorized to provide results to the institution.

- **Expired** – Fingerprints were not taken within the 180-day allotted time of submitting the request. You are required to authorize another CBC request through NMLS and schedule an appointment to be printed.

View the Results of a CBC

The results of an individual's criminal background check can be viewed once the individual's CBC status is "Closed" and results have been received. The steps below will walk you through viewing criminal background check results for an individual.

1. Log in to your Institution account.
2. Click the **Composite View** tab.
3. Click the **View Individual** link in the submenu.
4. Enter the individual's ID information.
5. Click the **ID** link.
6. Click the **View Criminal Background Check Requests** link on the left navigation panel.

The CBC results will be displayed. A background check with no findings will return as "Clear". If criminal history results are returned, a RAP result will return with a hyperlink to view the RAP sheet (see *Figure 1: View Criminal Background Check Requests Screen*).

View Criminal Background Check Requests

Result: [RAP](#)
Received On: 5/19/2014
Method: Fingerprint

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date	TSN
Closed	Result Received	5/19/2014	Fingerprint	5/19/2014	37082

Current Fingerprint Record Expiration Date: 5/19/2017

The fingerprint record expiration date indicates the date "existing prints" can no longer be processed through NMLS. New prints will be required if a criminal background check authorization is required after the expiration date.

Figure 1: View Criminal Background Check Requests Screen

Criminal Background Check results can also be viewed through the *Employment Management* section under the Tasks tab prior to confirming employment of an individual.

For further assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).