FBI Live Scan: Fieldprint Instructions:

1. Go to fieldprintusa.com
2. Click "Schedule an appointment"
3. Sign up as a new user
   (enter your email address & create a password. Each person needs a separate email)
4. Fill out all required information and wait for approval email
5. Once you receive the approval email, click the link in email to schedule an appointment
6. Type in your address and choose a Fieldprint location and time
7. You will receive an email confirmation which includes an appointment number
8. Bring the appointment number and TWO forms of identification (one must be government issued and contain a photo; original documents are required; photocopies are not accepted)
9. After getting your fingerprints done, you will receive an email with your background check results (do not open or send your results from your cell phone; the results need to be accessed and sent from your computer)

IMPORTANT INFORMATION FROM FIELDPRINT

YOU CAN ONLY OPEN RESULTS ONE TIME! YOU WILL HAVE TO START OVER IF YOU OPEN THE RESULTS AND DON'T SAVE THEM!

When your FBI criminal background results are ready for review. Please DO NOT attempt to open your results on a mobile device. Please access from a personal computer so you can properly retrieve and save your results. The results will be provided in PDF format. Please ensure your computer has Adobe® Reader® installed before attempting to view your results. A free version can be downloaded from our FAQ section.

You have 30 calendar days from the results email to access and view your FBI Criminal History Record Information. If you do not access your results within this 30 day period, Fieldprint is required to purge the record. Once accessed, your FBI Criminal History Record Information will be purged. *****Upon viewing your results, we urge you to save and/or print a copy for your own records, as Fieldprint is unable to regenerate records once they are purged.*****

If clicking does not seem to work, you may copy and paste the link into your browser address.

For more information, you can review Frequently Asked Questions at http://fieldprintusa.com/fbi/faq.htm

Help Desk immediately at 877-614-4364.

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