

Fieldprint Electronic Fingerprinting Scheduling Aid

Fieldprint Access code: _____

CRIMS ID: _____

These instructions will assist you in scheduling yourself to be electronically fingerprinted through our livescan contractor, Fieldprint, Inc.

- Using this service **REQUIRES** that you schedule an appointment **IN ADVANCE**. Fieldprint is not able to fingerprint people on a walk-in basis.
- You **may** be required to pay for the fingerprinting. The program that is requesting your background check can provide that information if you are unsure.
- If you are required to pay for your fingerprinting, most major credit or debit cards are accepted. In addition, prepaid gift cards from most major credit card companies are also accepted.

SCHEDULING

You can schedule yourself online at oregon.fieldprint.com.

You will need to have an email address in order to set up your user account. Once you access the scheduling site, there is also a Spanish option available. You will be able to choose from all the Fieldprint sites closest to your location.

When you schedule, you will be asked to provide the following information required to accompany your fingerprints. The information will be stored electronically in a secure Fieldprint facility and it will only be used for the purpose of identifying your prints.

- **Fieldprint access code:** *On the first page of this document.*
- **Name:** *Legal name exactly as it appears on your identification documents (below).*
- **Aliases:** *Other names you have used.*
- **Social Security number:** *If you do not wish to disclose your Social Security number or do not have one, enter all 9s in this field.*
- **Date of birth, address, phone numbers, preferred contact method**
- **Citizenship (country), place of birth (state), city of birth**
- **Gender, height, weight, eye and hair color, race**

(continued on opposite page)

- **CRIMS ID code:** Use the CRIMS ID on the front of this form if it is listed, or leave this field blank.
- **Other fields:** Depending on your role with DHS or OHA, you may be requested to provide program-specific information such as applicant type or branch location.

Once your prints have been captured, they will be combined electronically with this information and will then be destroyed once your background check has been completed. Only your name and date of birth will be accessible to the fingerprint technician who rolls your fingerprints.

ON THE DAY OF YOUR APPOINTMENT you will need to bring:

1. Whatever information you need about your appointment time and location.
2. **CLEAN HANDS.** Livescan requires clean hands in order to get the best possible image the first time and avoid having the prints later rejected as unclear. Many of the sites do not have public facilities for customer use. Please make sure your hands are clean before you arrive for your appointment.
3. **TWO** pieces of identification (one with a picture) from the lists below.
 - **IMPORTANT:** If you do not have the necessary identification or if your identification does not match your name, **you will not be fingerprinted.**
 - The name on your identification **must match** your name exactly the way you gave it when scheduling the appointment.
 - The following documents can be used as acceptable identification:

Picture ID: (You must have one of these.)

- State-issued driver's license
- State-issued identification card
- U.S. passport
- Military identification card
- Work visa with photo
- Foreign passport
- DOD Common Access Card
- Foreign driver's license

Secondary ID:

- Social Security card
- Bank statement
- Utility bill
- Credit card
- Vehicle registration
- Marriage certificate
- State government issued certificate of birth
- Native American Tribal document
- Federal government personal ID verification
- Certificate of citizenship
- Certificate of naturalization
- INS 1-551 Resident alien card
- INS 1-688 Temporary resident ID card

Fieldprint may accept additional identification beyond these. If so, they will be listed on your Fieldprint registration document.

If you encounter any problems scheduling yourself, contact the Fieldprint Customer Service team at 877-614-4364 or CustomerService@fieldprint.com. If you need additional information about your program, contact your local DHS or OHA office.