




## CRIMINAL BACKGROUND CHECK STATUS AND RESULTS

A Federal Registry Institution user has the ability to manage their mortgage loan originators criminal back check 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 into your Institution account
2. Select 
3. Select **View Individual**
4. Click **View Criminal Background Check Requests** 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 through NMLS again and schedule an appointment to be printed.

### **View the Results of a CBC**

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 into your Institution account

2. Select **COMPOSITE VIEW**
3. Select **View Individual**
4. Click **View Criminal Background Check Requests** 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.

**Latest Criminal Background Check Result**

**Result:** Clear

**Received On:** 4/19/2011

**Method:** Fingerprint

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**Criminal Background Check Requests**

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date
<a href="#">Closed</a>	Result Received	4/21/2011	Fingerprint	4/19/2011

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

For further assistance, please contact the NMLS Call Center at 240-386-4444.