2111

COMPLETING THE CBC PROCESS FOR MLOS

This guide will walk you through the two-step criminal background check process:

- Step 1 <u>Authorizing a Criminal Background Check</u>: Use these steps to initiate the CBC process. This must be completed before continuing to the next step.
- Step 2 <u>Scheduling your Fingerprint Appointment</u>: Use these steps to schedule an appointment to have your fingerprints captured with a Fieldprint site.

Authorizing a Criminal Background Check

- 1. Navigate to the **NMLS Resource Center**.
- 2. Click the **Log in to NMLS** button in the upper right corner.

NOTE: If given the option, click the **State** button.

- 3. Click the **Filing** tab.
- 4. Click Individual in the submenu.
- 5. Click the **Request New/Update** button.

NOTE: If you do not see the **Request New/Update** button, you may already have a pending filing and will need to select the **Edit** button to continue editing your pending MU4 filing or the **Delete** button to delete the pending filing that is outstanding.

- 6. Click the Criminal Background Check link on the left navigation panel.
- 7. 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.

- 8. Confirm one of the following background check methods. (Only methods available to you will be displayed.)
 - Submit New Prints
 - b. Use Existing Prints
- 9. Complete the **Demographics** section and click the **Save** button
- 10. Click the **Next** button.

Updated: 8/18/2023

- 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 MU4. Proceed to Scheduling your fingerprint appointment section of guide for further instructions.

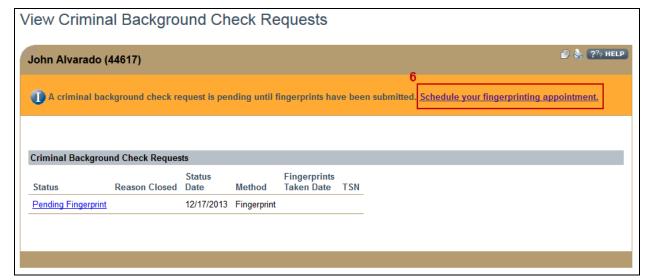
Scheduling your Fingerprint Appointment

- Navigate to the <u>NMLS Resource Center</u>.
- 2. Click the **Log in to NMLS** button in the upper right corner.

NOTE: If given the option, click the **State** button.

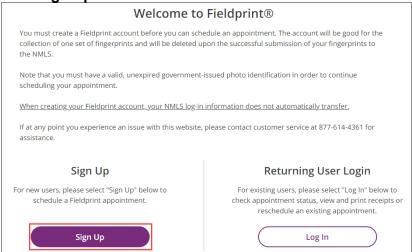
- 3. Click the **Composite View** tab.
- 4. Click View Individual sub-menu option.
- 5. Click View Criminal Background Check Requests on the left navigation panel.
- 6. Click the **Schedule your fingerprinting appointment** link to navigate to the Fieldprint website.

NOTE: Fieldprint is the NMLS approved fingerprint vendor. From Fieldprint website a user can set a fingerprint appointment or reschedule an existing appointment.



From the FieldPrint Website

7. Click Sign Up.



8. Read the E-Sign Act Closure and Consent Agreement and click **I Agree** at the bottom of the page.

Create Account Please fill in the following fields to create an account. ★ — Required Fields NMLS_user@fieldprint.com Username * NMLS_user show Must contain at least 1 digit. Password* Must be between 8 to 128 characters. Must contain at least 1 lower case letter and at least 1 upper case letter. Must contain at least 1 special character (! " # \$ % & '() * + , - . / : ; < = > ? @ [] ^_ ^{ | } ~). Confirm Password* show First Name* Ittest Last Name* Ittest Mobile Phone Number **Security Questions** Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question. Security Question 1* What was your childhood nickname? Answer 1* show Security Question 2* ~ What is your oldest cousin's first and last name? Answer 2* show Security Question 3* In what city does your nearest sibling live? Answer 3* show

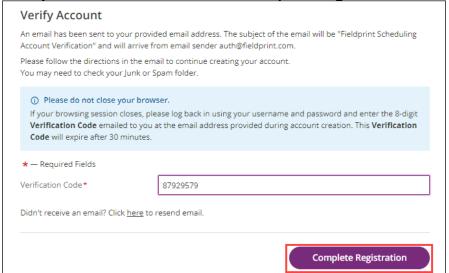
9. Enter the required information to create an account and click **Continue**.

10. Check your email for a verification code sent from auth@fieldprint.com. You may need to check you Junk or Spam folder.

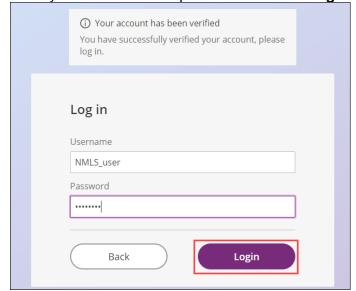
Continue

Back

11. Enter your verification code and click Complete Registration.

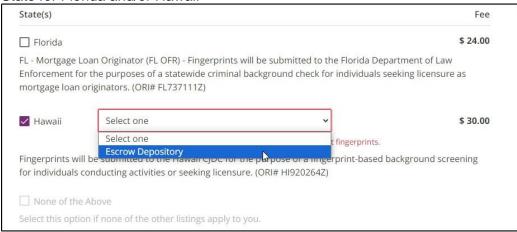


12. Enter your username and password and click Login.



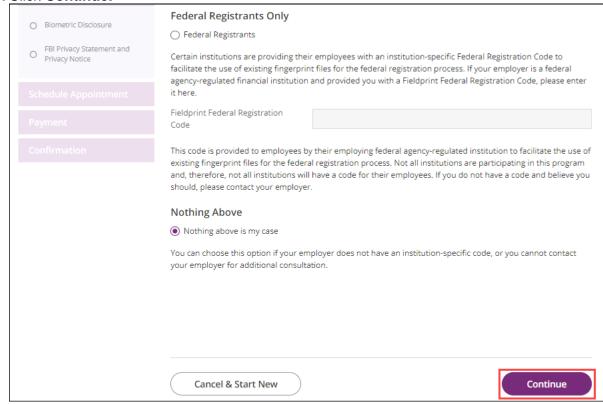
13. Select the relevant choice on the Additional Licenses and Processing screen:

a. State for Florida and/or Hawaii



- b. Federal Registrants
- c. Nothing above is my case

14. Click Continue.

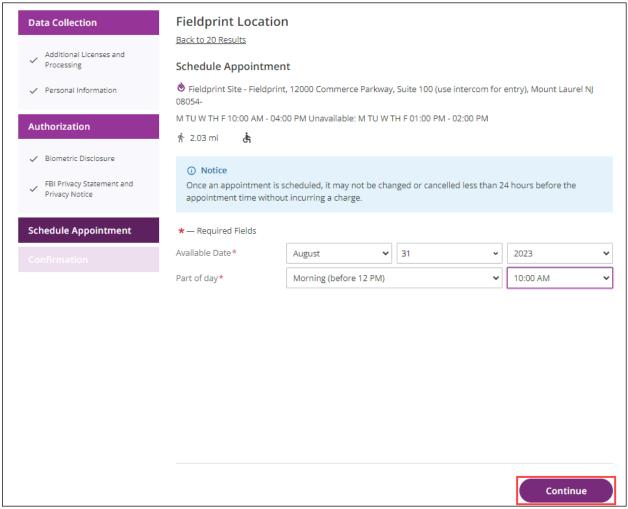


Data Collection Personal Information Please enter your personal information below. Additional Licenses and Processing Notice The information entered on this screen must belong to the person attending the appointment. The name Personal Information provided for the appointment must be your full, legal name and must match both forms of Identification exactly. The date of birth provided must also be an exact match to what is listed on the primary form of identification. Your fingerprint collection appointment will not take place if you cannot provide two forms of matching identification. O Biometric Disclosure Acceptable Forms of ID * - Required Fields FBI Privacy Statement and Privacy Notice First Name* ② Middle Name ② Last Name* ② Ittest Suffix Select one NMLS ID* ② 0002 Unsure of NMLS ID? Date of Birth* ② 1 1903 ~ January Phone* ② (888) 977-2520 Alternate Phone ② Email* ② NMLS_user@fieldprint.com Preferred Contact Method* ② Appointment Reminder* ② ○ Email ● No Continue Back

15. Enter the required fields for your personal information and click Continue.

- 16. Read the Biometric Disclosure and select **I agree** and click **Continue** at the bottom of the page.
- 17. Read the FBI Privacy Statement and Privacy Notice and select **I agree** and click **Continue** at the bottom of the page.

- 18. Use the Schedule Appointment screen to find a location and schedule an appointment.
- 19. Click Continue.



✓ Biometric Disclosure

FBI Privacy Statement and

Schedule Appointment

Updated: 8/18/2023

Back

Finish Scheduling