



## COMPLETING THE CBC PROCESS FOR MU2s

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

### Submitting Background Check Request

- Step 1 – [Authorizing a Criminal Background Check](#): Use these steps to initiate the CBC process. This must be completed before continuing to the next step.
- Step 2 – [Scheduling your Fingerprint Appointment](#): Use these steps to schedule an appointment to have your fingerprints captured with a Fieldprint location.

### Other Actions

- [Granting an Additional Agency Access to Criminal Background Check Results](#): Use these steps only to grant an agency access if your Criminal Background Check request status is “Pending Fingerprints”.
- [Removing an Agency’s Access to Criminal Background Check Results](#): Use these steps to remove an agency’s access to your Criminal Background Check results.

### **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 **Review and Attest** button.

**NOTE:** If the filing status is “Attested” skip to the [Granting an Agency Access to Criminal Background Check Results](#) section for instructions on managing state agency access to CBC results.

6. Click the **Criminal Background Check** link on the left navigation panel.
7. Select the *I am requesting a Federal Criminal Background Check* checkbox.
8. Confirm one of the following background check methods. (Only methods available to you will be displayed.)
  - a. Submit New Prints
  - b. Use Existing Prints
  - c. Use Pending Prints
9. Complete the **Demographics** section and click the **Save** button.
10. Click the **Next** button.

11. Review the *Agency Authorization* selected by your company.
  - a. To approve, select the checkbox for each agency, check the box within the attestation language to agree to the statement, and click the **Confirm Requests** button to complete the attestation.
  - b. To reject, click the **Reject** button for each corresponding agency.
12. Click **Attest and Submit** on the left navigation panel.
13. Check the box verifying the attestation language.
14. Click the **Attest** button.

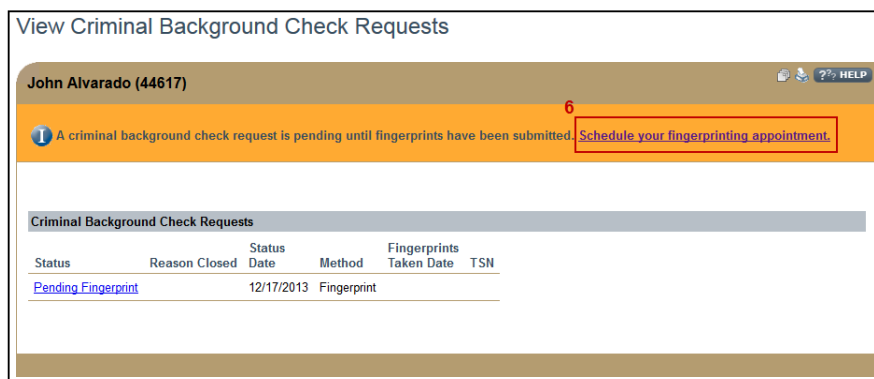
**NOTE:** The attested filing will need to be submitted by the company with the payment. A fingerprinting appointment must be completed if *Submit New Prints* was the CBC method selected. Proceed to the [Scheduling your Fingerprint Appointment](#) section of this guide for further instructions.

### Scheduling your Fingerprint Appointment

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 **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 the Fieldprint website a user can schedule a new fingerprint appointment or reschedule an existing appointment.



## From the Fieldprint website

7. Click **Sign Up**.

Sign Up	Returning User Login
For new users, please select "Sign Up" below to schedule a Fieldprint appointment.	For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.
<input type="button" value="Sign Up"/>	<input type="button" value="Log In"/>

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

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

### Create Account

Please fill in the following fields to create an account.

\* — Required Fields

Email \*

Username \*

show

Password \*  
✓ Must contain at least 1 digit.  
✓ 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 \*

Last Name \*

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 \*  ▼

Answer 1 \*  show

Security Question 2 \*  ▼

Answer 2 \*  show

Security Question 3 \*  ▼

Answer 3 \*  show

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

11. Enter your verification code and click **Complete Registration**.

### Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.  
You may need to check your Junk or Spam folder.

**Please do not close your browser.**

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

\* — Required Fields

Verification Code\*

Didn't receive an email? Click [here](#) to resend email.

12. Enter your username and password and click **Login**.

**Your account has been verified**  
You have successfully verified your account, please log in.

### Log in

Username

Password

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

a. State for Florida and/or Hawaii

State(s)	Fee
<input type="checkbox"/> Florida FL - Mortgage Loan Originator (FL OFR) - Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes of a statewide criminal background check for individuals seeking licensure as mortgage loan originators. (ORI# FL737111Z)	\$ 24.00
<input checked="" type="checkbox"/> Hawaii Fingerprints will be submitted to the Hawaii DOJ for the purpose of a fingerprint-based background screening for individuals conducting activities or seeking licensure. (ORI# HI920264Z)	\$ 30.00
<input type="checkbox"/> None of the Above Select this option if none of the other listings apply to you.	

b. Federal Registrants

c. Nothing above is my case

14. Click **Continue**.

Biometric Disclosure

FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

### Federal Registrants Only

Federal Registrants

Certain institutions are providing their employees with an institution-specific Federal Registration Code to facilitate the use of existing fingerprint files for the federal registration process. If your employer is a federal agency-regulated financial institution and provided you with a Fieldprint Federal Registration Code, please enter it here.

Fieldprint Federal Registration Code

This code is provided to employees by their employing federal agency-regulated institution to facilitate the use of existing fingerprint files for the federal registration process. Not all institutions are participating in this program and, therefore, not all institutions will have a code for their employees. If you do not have a code and believe you should, please contact your employer.

### Nothing Above

Nothing above is my case

You can choose this option if your employer does not have an institution-specific code, or you cannot contact your employer for additional consultation.

Cancel & Start New

**Continue**

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

**Data Collection**

- Additional Licenses and Processing
- Personal Information**

**Authorization**

- Biometric Disclosure
- FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

**Payment**

**Confirmation**

### Personal Information

Please enter your personal information below.

**Notice**

The information entered on this screen must belong to the person attending the appointment. The name 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.

[Acceptable Forms of ID](#)

**\* — Required Fields**

First Name \*

Middle Name

Last Name \*

Suffix

NMLS ID \*  [Unsure of NMLS ID?](#)

Date of Birth \*

Phone \*

Alternate Phone

Email \*

Preferred Contact Method \*  Email  Phone

Appointment Reminder \*  Email  No

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**.

**Data Collection**

- ✓ Additional Licenses and Processing
- ✓ Personal Information

**Authorization**

- ✓ Biometric Disclosure
- ✓ FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

Confirmation

### Fieldprint Location

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### Schedule Appointment

🔥 Fieldprint Site - Fieldprint, 12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

M TU W TH F 10:00 AM - 04:00 PM Unavailable: M TU W TH F 01:00 PM - 02:00 PM

🚶 2.03 mi 🦽

🔔 **Notice**

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

\* — Required Fields

Available Date\*

Part of day\*

**Continue**



20. Review your appointment details and click **Finish Scheduling**.

**Data Collection**

- ✓ Additional Licenses and Processing
- ✓ Personal Information

**Authorization**

- ✓ Biometric Disclosure
- ✓ FBI Privacy Statement and Privacy Notice

**Schedule Appointment**


Confirmation

### Schedule Appointment

**Notice**

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Date and Time: August 31, 2023 10:00 AM

Location:  Fieldprint Site - Fieldprint  
12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

[Back](#)

[Finish Scheduling](#)

If you have any questions, contact Fieldprint at (877) 614-4361.

## Granting an Additional Agency Access to Criminal Background Check (CBC) Results

Agencies can only view CBC results that are received after the individual has granted agency access. Follow these steps only if your CBC request status is “Pending Fingerprints” and if additional agencies need to be provided access to new CBC results. Failing to grant access to all relevant agencies before criminal background check results are returned requires you to authorize and pay for a new 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 **CBC Agency Access** in the submenu.
5. Click **Manage Agency Access** in the left navigation panel.
6. Select the agencies that you would like to grant access to by using the checkboxes under *Add Agency Access*.

**NOTE:** Only agencies that are using NMLS CBC functionality will be displayed for selection.

7. Check the box within the attestation language to agree to the statement.
8. Click the **Confirm Requests** button.

The screenshot displays the NMLS 'Manage Agency Access' interface for user Kirk Morgan Clarke Jr. The page includes a navigation menu with 'FILING' selected (3) and 'CBC Agency Access' highlighted (4). The left sidebar shows 'Manage Agency Access' (5). The main content area is titled 'Add Agency Access' and contains a list of states with checkboxes (6). The 'Missouri' checkbox is checked. Below the list is an attestation statement (7) with a checked box indicating agreement. The 'Confirm Requests' button (8) is located at the bottom of the page.

<input checked="" type="checkbox"/> Alabama	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Louisiana	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Alaska	<input type="checkbox"/> Idaho	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Texas - DOB
<input type="checkbox"/> Arizona	<input type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Missouri	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Indiana-DFI	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Georgia	<input type="checkbox"/> Indiana-SOS	<input type="checkbox"/> Rhode Island	<input checked="" type="checkbox"/> West Virginia

## Removing an Agency's Access to Criminal Background Check Results

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 **CBC Agency Access** in the submenu.
5. Click **Manage Agency Access** in the left hand menu of the screen.
6. Click the **Remove** button next to the agency you would like to remove access from.

The screenshot displays the NMLS interface for managing agency access. At the top, the 'FILING' tab is selected (3). Below it, the 'CBC Agency Access' link is highlighted (4). In the left sidebar, the 'Manage Agency Access' option is selected (5). The main content area shows the user profile for Kirk Morgan Clarke Jr. and a table of current agency access. The table has two columns: Agency and Authorization Date. The first row shows Alabama with an authorization date of 9/7/2016 3:03:25 PM. A 'Remove' button is highlighted with a red box and a red number 6. The second row shows West Virginia with an authorization date of 9/7/2016 3:03:25 PM. A third row shows Missouri with an authorization date of 9/7/2016 3:03:25 PM.

Agency	Authorization Date	Agency	Authorization Date
<a href="#">Remove</a> Alabama	9/7/2016 3:03:25 PM	<a href="#">Remove</a> West Virginia	9/7/2016 3:03:25 PM
<a href="#">Remove</a> Missouri	9/7/2016 3:03:25 PM		

7. Click the **OK** button in the confirmation window.