



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. Enter your email address under **New Users | Sign Up** and click **Sign Up**.

The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo. To the right are language options for English and Español. The main heading is 'NMLS Fingerprint Scheduling'. Below this, there is a paragraph explaining that a Fieldprint account is required for scheduling. An NMLS logo is shown next to a note that a valid government-issued photo ID is needed. A link is provided for NMLS log-in information. A customer service contact number (877-614-4361) is listed. A disclaimer states that the system is restricted and for authorized use only. The page is divided into two columns: 'New Users | Sign Up' and 'Existing Users | Sign In'. The 'New Users | Sign Up' section includes instructions for new users, an 'Email address:' label, a text input field containing 'johnqpublic@domain.com', and a purple 'Sign Up' button. The 'Existing Users | Sign In' section includes instructions for existing users, a list of actions (check status, re-schedule, view receipt), 'Email address:' and 'Password:' labels, corresponding text input fields, a 'Forgot Password?' link, and a purple 'Sign In' button.

8. Create a password and security question/answer then click the **Sign Up and Continue** button.

The screenshot shows the 'Sign Up' form on the Fieldprint website. At the top left is the Fieldprint logo. To the right are language options for English and Español. A 'Welcome, ITTestnmls! Logout' message is displayed. A 'Need More Help?' section offers to call 877-614-4361 or email. The 'Sign Up' heading is prominent. A security notice states that personal information is kept secure and saved. The registration instructions require a password and security question. 'Password Rules' are listed: 8-16 characters, one capital, one lowercase, one number, one special character, no 'password', and case sensitive. The form includes: 'Password you would like to use' (masked with dots), 'Re-type Password' (masked with dots and a help icon), 'Security Question' (text input 'What was your first pet's name' with a help icon), 'Answer to your Security Question' (text input 'Hank' with a help icon), and 'Contact Email Address' (text input 'JohnPublic@domain.com' with a help icon and a clear button). A purple 'Sign Up and Continue' button is at the bottom left, with a small '8' next to it.

9. Complete each data field under the *Personal Information* section and click the **Save and Continue** button.

- a. *I am seeking state licensure in Florida and/or Hawaii* should only be selected if user has applied or is in the process of applying for a license in either of those jurisdictions.
- b. *Federal Registrants Only* section should only be completed by individual's seeking a Federal Registration and at the direction of the employing federal institution.

fieldprint Welcome, ITTestnmls! [Logout](#) English Español

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help?
Call 877-614-4361 or [Email Us](#)

Personal Information

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Processing your criminal background check will be significantly delayed if the name entered here is not included in your NMLS record.
Provide your full legal name as it is issued on your government issued identification document.

First Name: Middle Name: Last Name: Suffix: ?

NMLS ID: ? You must enter a valid NMLS ID. Entering an invalid or incorrect NMLS ID can result in significant delays in processing your license.
[Unsure of NMLS ID?](#)

Date of Birth: Month: Day: Year: ?

Contact Phone: ?

Contact E-mail: ?

Preferred Contact Method:
 Phone E-mail ?

STATE LICENSEES/APPLICANTS ONLY

I am seeking state licensure in Florida and/or Hawaii. ?

If you work for a bank, do not check this box unless instructed to do so by your employer.

FEDERAL REGISTRANTS ONLY

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 (optional): x ?

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.

If your employer does not have an institution-specific code, please leave this field blank, click "Save and Continue" and continue with the scheduling process.

9 **Save and Continue**

10. Continue through the Fieldprint website to schedule the fingerprint appointment.

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 shows the NMLS web interface. At the top, there is a navigation bar with tabs for HOME, FILING (highlighted with a red box and number 3), MLO TESTING & EDUCATION, COMPOSITE VIEW, and RENEWALS. Below this is a breadcrumb trail: Individual | Company Access | Company Relationships | CBC Agency Access (highlighted with a red box and number 4) | Surety Bonds. On the left, a sidebar shows 'You are currently: State' and a 'Manage Agency Access' button (highlighted with a red box and number 5). The main content area is titled 'Manage Agency Access' and features a 'HELP' icon. Below the title, the user's name 'Kirk Morgan Clarke Jr' is displayed. A section titled 'Add Agency Access' contains instructions and a list of states with checkboxes. The states listed are: Alabama (checked), Hawaii, Louisiana, South Dakota, Alaska, Idaho, Massachusetts, Texas - DOB, Arizona, Illinois, Missouri (checked), Vermont, Delaware, Indiana-DFI, North Dakota, Washington, Georgia, Indiana-SOS, Rhode Island, and West Virginia (checked). A red box highlights the Missouri and West Virginia entries, with a red number 6 next to it. Below the state list is an attestation box with the text: 'I, Kirk Morgan Clarke Jr on this date Wednesday, September 7, 2016 authorize the regulatory agencies identified above to access my criminal history record results requested and received through NMLS. In addition, I affirm that I am fully aware of state criminal background check submission requirements and that the regulatory agencies authorized above require a criminal background check as part of the submission of my record.' A red box highlights the attestation text, with a red number 7 next to it. At the bottom of the page, there is a 'Confirm Requests' button (highlighted with a red box and number 8).

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 user interface. At the top right, there is a 'Logout (edit)' link and a 'Resource Center' button. Below this is a navigation bar with tabs: HOME, FILING (highlighted with a red box and number 3), MLO TESTING & EDUCATION, COMPOSITE VIEW, and RENEWALS. A secondary navigation bar shows 'Individual | Company Access | Company Relationships | CBC Agency Access (highlighted with a red box and number 4) | Surety Bonds'. On the left side, there is a sidebar with 'You are currently: State' and 'Pending CBC Access Requests'. Below this, 'Manage Agency Access' is highlighted with a red box and number 5. The main content area is titled 'Manage Agency Access' and features a 'HELP ?' button. Under the name 'Kirk Morgan Clarke Jr', there is a section for 'Current Agency Access' with a warning message: 'These agencies are currently authorized to view your criminal background check results. Removing them will prevent the agency from viewing your background check results.' Below this is a table with two columns: 'Agency' and 'Authorization Date'. The table contains three rows of data, each with a 'Remove' button highlighted by a red box and number 6.

Agency	Authorization Date	Agency	Authorization Date
<input type="button" value="Remove"/>	Alabama	9/7/2016 3:03:25 PM	<input type="button" value="Remove"/>
<input type="button" value="Remove"/>	West Virginia	9/7/2016 3:03:25 PM	
<input type="button" value="Remove"/>	Missouri	9/7/2016 3:03:25 PM	

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