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 <u>Scheduling your Fingerprint Appointment</u> 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**.

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

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.

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.

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.

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