



Fingerprint Process for Non-US Residents

This guide describes the fingerprinting process to comply with criminal background check (CBC) requirements in NMLS for non-US residents. Non-US residents are defined as people living outside of the United States, Guam, US Virgin Islands, or Puerto Rico.

Non-US residents cannot be fingerprinted via Fieldprint's Livescan method. They must obtain fingerprint cards from Fieldprint, the NMLS fingerprint vendor.

The fingerprint cards can only be sent to the person who needs to be fingerprinted at their current mailing, physical, or employment address. The address to which the fingerprint cards need to be sent must be listed in the individual's Individual MU4 or MU2 Form. See [Individual \(MU4\) Form Filing](#) or [Individual \(MU2\) Form Filing](#) for more information.

If the requested shipping address does not match the information in NMLS, the packet will not be sent, and the individual will be notified by NMLS representatives to make a correction to your NMLS account or provide a different shipping label to Fieldprint.

You must first pay for a CBC in NMLS and the CBC status must be Pending Fingerprint before proceeding.

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 Fieldprint website a user can set a fingerprint appointment or reschedule an existing appointment.

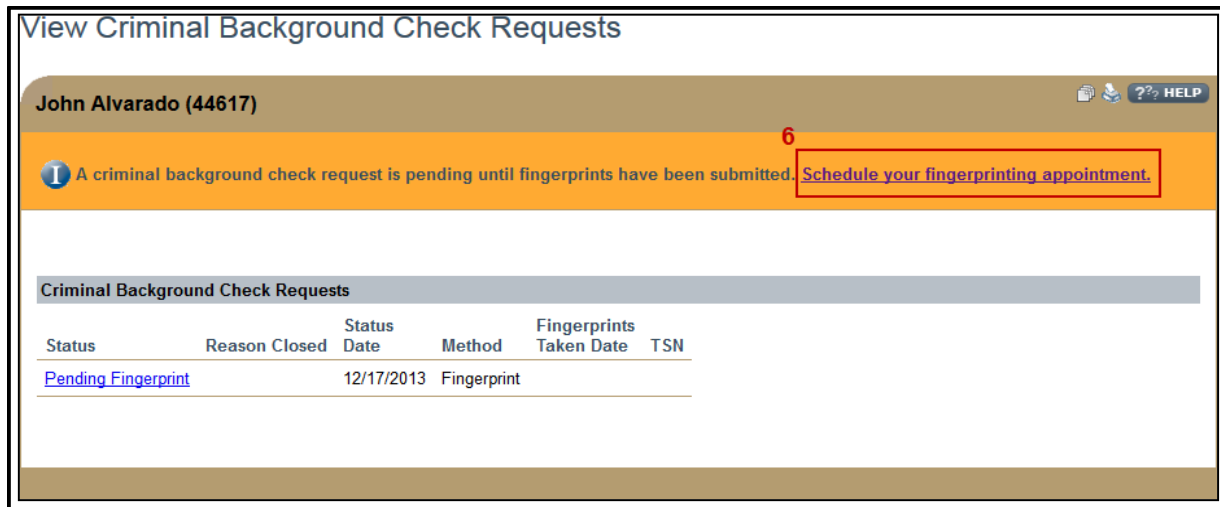
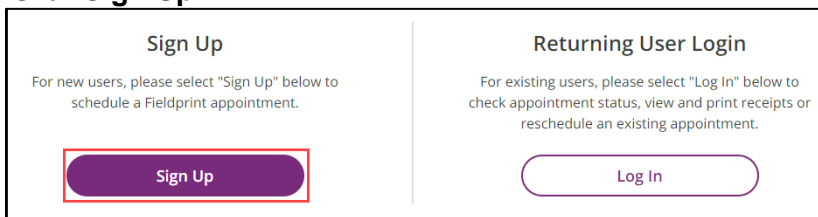


Figure 1: View Criminal Background Check Requests

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.

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 *	<input type="text" value="NMLS_user@fieldprint.com"/>
Username *	<input type="text" value="NMLS_user"/>
Password *	<input type="password" value="*****"/> show <ul style="list-style-type: none">✓ 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 *	<input type="password" value="*****"/> show
First Name *	<input type="text" value="lttest"/>
Last Name *	<input type="text" value="lttest"/>
Mobile Phone Number	<input type="text"/>

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 *	<input type="text" value="What was your childhood nickname?"/>
Answer 1 *	<input type="text" value="****"/> show
Security Question 2 *	<input type="text" value="What is your oldest cousin's first and last name?"/>
Answer 2 *	<input type="text" value="*****"/> show
Security Question 3 *	<input type="text" value="In what city does your nearest sibling live?"/>
Answer 3 *	<input type="text" value="****"/> show

10. Check your email for a verification code sent from 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 Select one Escrow Depository Fingerprints will be submitted to the Hawaii CJDC 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-

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[Finish Scheduling](#)

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