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Policy

The Criminal Background Check Requests screen provides information on all criminal background check requests submitted by an individual or by a company on an individual’s behalf. From the Criminal Background Check Requests screen, regulator users with a specific entitlement role will have the ability to view an individual’s latest Criminal Background Check (CBC) results and/or Record of Arrest and Prosecution (RAP Sheet).

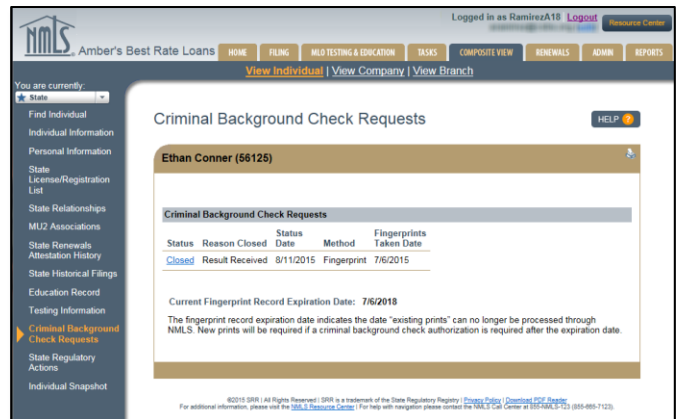


Figure 1: Criminal Background Check Requests Page

Definitions and Charts

Terms	Descriptions
<b>Criminal Background Check (CBC) Request</b>	The event of an individual (or company) submitting an authorization for a CBC to be performed on the individual. A request is used to ensure that a CBC can be performed using either a new/existing fingerprint record, or through a Name Check.
<b>Status</b>	The state of the corresponding CBC request. Statuses include: Pending Fingerprints, Processing Fingerprints, Processing Name Check, Illegible, Rejected, or CHRI Received.
<b>Reason Closed</b>	The reason the CBC was closed. If no fingerprints were submitted at the time of the request for the CBC, this field will remain blank.
<b>Status Date</b>	The date that the corresponding CBC status was last updated.
<b>Method</b>	The process selected by the user as to how the CBC is performed. Options include Fingerprints and Name Check.
<b>Fingerprint Taken Date</b>	The date the fingerprints were physically taken.
<b>Reason Closed – Results Received</b>	CBC was successfully performed.



<b><i>Reason Closed – Illegible</i></b>	A fingerprint record containing fingerprint images that are not clear enough to run a successful CBC. In the event an individual submits fingerprints and the fingerprints are returned Illegible, the individual will have the opportunity to send in a second set of fingerprints. If the second set of fingerprints is returned Illegible, the event triggers a manual check of the name (a Name Check) to be performed.
<b><i>Reason Closed – Expired</i></b>	No fingerprint record was associated with the requested CBC within the allotted timeframe.
<b><i>Reason Closed – Rejected</i></b>	CBC was closed as a result of the fingerprint record not being accepted by the FBI. The individual will be required to retake fingerprints for a new CBC to be completed.
<b><i>Name Check</i></b>	The process whereby the FBI will compare an individual’s demographics for the purpose of conducting a CBC. This process is used when the individual is not able to provide a set of fingerprints that the FBI deems clear enough to be used for a CBC.
<b><i>Record of Arrest and Prosecution (RAP) Sheet</i></b>	An individual’s criminal identification, arrest, conviction, and incarceration information as compiled by the FBI. The RAP Sheet also contains information on felonies and misdemeanors, and may also contain municipal and traffic offenses if reported by an agency.
<b><i>Criminal History Record Information (CHRI)</i></b>	Information provided by the FBI upon the successful completion of a CBC. This includes the fingerprint status and RAP sheet, if applicable.
<b><i>Criminal History Background Check</i></b>	The overall process encompassing the submission of a CBC request, the receipt of a fingerprint record, the submission of the fingerprint record to the FBI, and the receipt of the CHRI from the FBI.
<b><i>Criminal History Record Information (CHRI) Result</i></b>	The result of “Clear” or “RAP” received from the FBI following the successful submission and processing of a fingerprint record.
<b><i>Demographic Information</i></b>	Information used to identify an individual when performing a CBC. This information includes: Name (First, Middle, Last), DOB, Place of Birth, Gender, Hair Color, Eye Color, Height, Weight, and Race.
<b><i>Fingerprint Record</i></b>	An individual’s demographic information and electronic image of the individual’s fingerprints.
<b><i>Fingerprint Vendor</i></b>	An organization that has been authorized as a CardScan or LiveScan vendor, and may electronically transmit a fingerprint record for processing.

Figure 2: Column Headers, Related Terms, and Descriptions

## How to View Criminal Background Check Requests History

The Criminal Background Check Request History screen is accessible from the Criminal Background Check Requests page. This screen displays a history of an individual’s Criminal Background Check (CBC) requests from the time it is submitted until the status is closed.

1. Click the relevant link under the Status column (see *Figure 3*).

NOTE: It is important to note that this screen displays the history detail for a single criminal background check request record, while the Criminal Background Check Requests screen displays the chronology of each CBC made for an individual.

**Criminal Background Check Requests**

Ethan Conner (56125)

**Criminal Background Check Requests**

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date
<a href="#">1 Closed</a>	Result Received	8/11/2015	Fingerprint	7/6/2015

Current Fingerprint Record Expiration Date: **7/6/2018**

The fingerprint record expiration date indicates the date "existing prints" can no longer be processed through NMLS. New prints will be required if a criminal background check authorization is required after the expiration date.

**Criminal Background Check Request History**

Ethan Conner (56125)

Below please find the processing history for the selected Criminal Background Check Request.

Status Date	Status
7/6/2015	Pending Fingerprint
8/11/2015	Processing Fingerprint (New Fingerprint)
8/11/2015	Closed (Result Received)

Figure 3: Criminal Background Check Requests and History

## How to Schedule a Fingerprinting Appointment

A Criminal Background Check (CBC) request without the submission of fingerprints will result in the following warning message: “A criminal background check request is pending until fingerprints have been submitted. Schedule your fingerprinting appointment.” Individuals will have one-hundred eighty (180) days to submit fingerprints after the CBC request is submitted.

1. Click the link in the warning message to open a new window displaying the Fieldprint website. This will enable the user to schedule their fingerprinting appointment (see *Figure 4*).

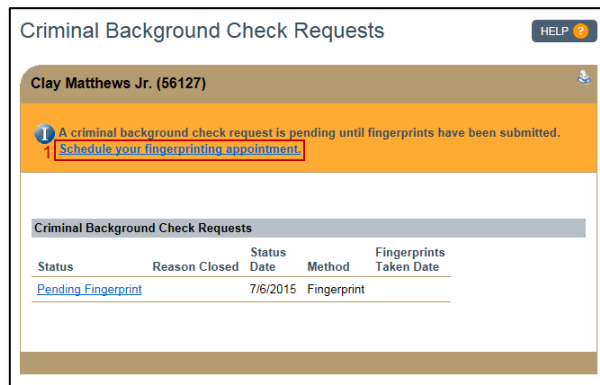


Figure 4: Pending Fingerprint – Criminal Background Checks Requests

### Alternative Warning Messages found within the Criminal Background Check Requests page.

1. Fingerprints submitted for a CBC request *without* the submission of the actual criminal background check request will result in the following error message:  
 “Fingerprints were submitted on XX/XX/XXXX, but a criminal background check request has not been submitted through NMLS. A criminal background check will be processed using these prints upon submission of an Individual filing that includes a background check request.”
2. Additionally, when an individual has been granted a Medical Waiver for the CBC requirement, a system message will display on the Criminal Background Check Requests screen. For information regarding fingerprint medical waivers, please visit the NMLS Resource Center.

## Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Completing the Criminal Background Check Process](#)
- [Criminal Background Check Status Quick Guide](#)
- [Illegible Prints – Next Steps](#)
- [Account Administration for Regulators](#)