

## FBI Fingerprinting Instructions (Fieldprint)

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### Get Fingerprinted:

1. Go to [www.FieldprintCNCS.com](http://www.FieldprintCNCS.com).
2. Register with Fieldprint.
  - a. Enter the Fieldprint Code (case-sensitive) provided by your Supervisor.
  - b. Name and birth date must match the government-issued photo ID that is sent to WSC with enrollment documents. Any typo will invalidate the check.
3. Schedule fingerprinting appointment at a Fieldprint Livescan location.
  - a. **Choose locations identified as “Livescan” in the Notes field.**
    - i. If this causes a hardship, your supervisor can request approval from WSC – *prior to scheduling your appointment* – to use one of the alternate (non-livescan) locations.
    - ii. WSC discourages using these alternate locations because there are additional costs, results take an additional 1-3 weeks, and there are more opportunities for errors that could delay enrollment.
4. Get fingerprinted at scheduled time and location.
  - a. Bring the two pieces of ID required by Fieldprint.

**NOTE:** Cancellation/rescheduling fees apply if you do not show up at your scheduled time and fail to cancel/change at least 24 hours in advance.

### Get Results (clearance letter):

1. Receive email from Fieldprint indicating your results are ready.
  - a. Call Fieldprint if you do not receive this email within 3 days of fingerprinting.
2. Download results, according to the instructions in the email.
3. Save and/or print the results and deliver to your Site Staff right away.
  - a. We recommend you save a copy for your records as well.
  - b. Site Staff will upload this into DocuSign with your enrollment paperwork.

Contact Fieldprint customer service team with any issues or questions at:  
(877) 614-4364 or [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com)