



FBI Fingerprinting Instructions (Fieldprint)

Get Fingerprinted:

1. Go to www.FieldprintCNCS.com.
2. Register with Fieldprint.
 - a. Enter the Fieldprint Code (case-sensitive) provided in the email from WSC that requested your ID and authorization for National Service Criminal History Checks.
 - b. Name and birth date must match the government-issued photo ID that you submit to WSC.
3. Schedule fingerprinting appointment at a Fieldprint Livescan location.
 - a. **Choose locations identified as “Livescan”.**
 - i. If this causes a hardship, you may request approval from WSC – *prior to scheduling your appointment* – to use one of the alternate (non-livescan) locations.
 - We discourage use of these alternate locations due to additional costs and delayed results.
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.
 - a. Upload an electronic copy of the FBI results in the DocuSign enrollment packet where prompted.
 - b. We recommend you save a copy for your records as well.

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