



FIELDPRINT STEP-BY-STEP GUIDE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL YOUR STUDENT ATTORNEY OR THE CLINIC AT (410) 837-5706.

1. Go to http://fieldprintfbi.com/FBISubPage_2col.aspx?ChannelID=266.
2. Click "Schedule Appointment" on right side of website.
3. Click New User/Sign Up and enter required information
 - a. Click "Continue without a Fieldprint code"
4. Fill in information in required fields.
 - a. Be sure that the address you enter matches the address on your ID that you will present at the appointment. Contact your student attorney if this will be a challenge for you.
 - b. You should state that the reason for your request "personal review."
 - c. You do not need to fill out the "How did you hear about Fieldprint" section.

Qualification Form  We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)  Your information is saved as you complete each step. You can log in and continue at any time.

Applicant Information * Denotes Required Fields **Acceptable Forms Of ID**

* First Name ?
* Last Name ?
Suffix ?
Middle Name 1 ?
Middle Name 2
* Date of Birth / / ?
Last Four Digits of Social Security Number ?

Applicant Home Address (This address must match the address listed on the identification you will present at your fingerprinting appointment.)

* Address ?
 ?
* City ? * State ?
* Postal (Zip) Code ? * Country ?

* Phone Number ?
* E-Mail ?
* U.S. Citizen or Legal Permanent Resident Yes No
* Country of Citizenship ? * Country of Residence ?

* Reason for Request ?
* Is this request for employment, licensing, or an apostille? Yes No
How did you hear about Fieldprint ? ?

Confirm Form and Continue

5. The application will then be placed under review and you will be notified via email. Additionally, you may receive a phone call to verify some information from Fieldprint.

FIELDPRINT STEP-BY-STEP GUIDE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL YOUR STUDENT ATTORNEY OR THE CLINIC AT (410) 837-5706.

The screenshot shows the Fieldprint website interface. At the top, there is a navigation bar with the Fieldprint logo, a welcome message for 'christopher.burns@ubalt.edu!', a 'Logout' link, and language options for 'English' and 'Español'. Below the navigation bar is a progress indicator with four steps: 1. Data Collection, 2. Time and Location, 3. Payment, and 4. Confirmation. Step 1 is currently active. To the right of the progress indicator, there is a link for 'Need More Help? Frequently Asked Questions'. The main content area is titled 'Qualification' and contains a message stating that the application is under review. It provides contact information for the user and a link to the privacy statement. There are 'Sign Out' and 'Back' buttons at the bottom of the message box.

6. You should receive an email within 24 hours asking you to continue your application. If it has been more than 48 hours and you have not received an email, please call Fieldprint at 877-614-4364.
7. Follow the link in the email and select “continue scheduling.”

The screenshot shows a confirmation message on the Fieldprint website. The message reads: 'On 3/14/2017 you started scheduling an appointment. Would you like to:'. Below the message are two buttons: 'Continue Scheduling' and 'Cancel & Start Again'.

8. You will need to sign and date to continue the application. To “sign” your name you only need to type your name in as requested.

FIELDPRINT STEP-BY-STEP GUIDE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL YOUR STUDENT ATTORNEY OR THE CLINIC AT (410) 837-5706.

9. Enter your demographics. Be sure to select the city you were born in.

1 2 3 4
Data Collection Time and Location Payment Confirmation

Demographics We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.
NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship:
 ?

Place of Birth:
 ?

City of Birth:
 ?

Gender:
 ?

Your Height:
 ft. in. ?

Your Weight:
 ?

Eye Color:
 ?

Hair Color:
 ?

Race:
 ?

[Need More Help?](#)
[Frequently Asked Questions](#)

10. Enter your full social security number. If you do not have a social security number, contact your student attorney.

1 2 3 4
Data Collection Time and Location Payment Confirmation

Additional Information We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

The field below allows for you to enter your Social Security Number. This is an optional field and is not required to proceed. If you would like for the last four numbers of your Social Security Number to be included on your FBI Criminal History Record, please include your full Social Security Number below. If you leave this field blank, the last four numbers of your Social Security Number will not be included on your FBI Criminal History Record. Please note: the FBI will only enter the last 4 digits of your Social Security Number on your Criminal History Record when the full SSN is provided.

Social Security Number (SSN):
 ?

[Need More Help?](#)
[Frequently Asked Questions](#)

FIELDPRINT STEP-BY-STEP GUIDE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL YOUR STUDENT ATTORNEY OR THE CLINIC AT (410) 837-5706.

11. In order to schedule your visit, you need to enter an address so that the system can find the Fieldprint location that is closest to you. It does not need to be your home address.

1 Data Collection 2 Time and Location 3 Payment 4 Confirmation

Need More Help?
[Frequently Asked Questions](#)

Schedule Your Visit

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Find a Location

[Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.

[Alternate scheduling flow](#)

12. The next page will give you a list of locations to schedule an appointment to get your fingerprints taken. The list will include the distances from the address you entered on the previous page and the hours of operation. Be sure that the time and location you choose works for you because if you miss the appointment or change the time you may incur extra charges.

You are about to schedule an appointment for 3/17/2017 at 9:30 AM.

Location Name: Fieldprint Site - Vircity Business Solutions

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$30.00 charge.

Click **Continue** to schedule this appointment.
Click **Cancel** to select another appointment time.

13. Lastly, you will need to input payment before your confirmation. Please contact your student attorney if you will have difficulty paying the \$50 fee.