



COMPLETING THE CBC PROCESS FOR MLOs

This guide will walk you through the two-step criminal background check process:

- Step 1 – [Authorizing a Criminal Background Check](#): Use these steps to initiate the CBC process. This must be completed before continuing to the next step.
- Step 2 – [Scheduling your Fingerprint Appointment](#): Use these steps to schedule an appointment to have your fingerprints captured with a Fieldprint site.

Authorizing a Criminal Background Check

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 **Filing** tab.
4. Click **Individual** in the submenu.
5. Click the **Request New/Update** button.

NOTE: If you do not see the **Request New/Update** button, you may already have a pending filing and will need to select the **Edit** button to continue editing your pending MU4 filing or the **Delete** button to delete the pending filing that is outstanding.

6. Click the **Criminal Background Check** link on the left navigation panel.
7. Select the *I am requesting a Federal Criminal Background Check* checkbox.

NOTE: In order to become registered for the first time a Criminal Background Check authorization is required to be completed by all Federal Registrants. Also, any time an MLO changes federal employers, another CBC authorization is required.

8. Confirm one of the following background check methods. (Only methods available to you will be displayed.)
 - a. Submit New Prints
 - b. Use Existing Prints
 - c. Use Pending Prints
9. Complete the **Demographics** section and click the **Save** button
10. Click the **Next** button.
11. Click **Attest and Submit** on the left navigation panel.

12. Check the box verifying the attestation language.
 - a. Click **Attest**, no payment required
 - b. Click **Submit Filing** and remit payment
13. Once payment has been submitted, a fingerprinting appointment must be completed if *Submit New Prints* was the CBC method selected in the MU4. Proceed to Scheduling your fingerprint appointment section of guide for further instructions.

Scheduling your Fingerprint Appointment

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.

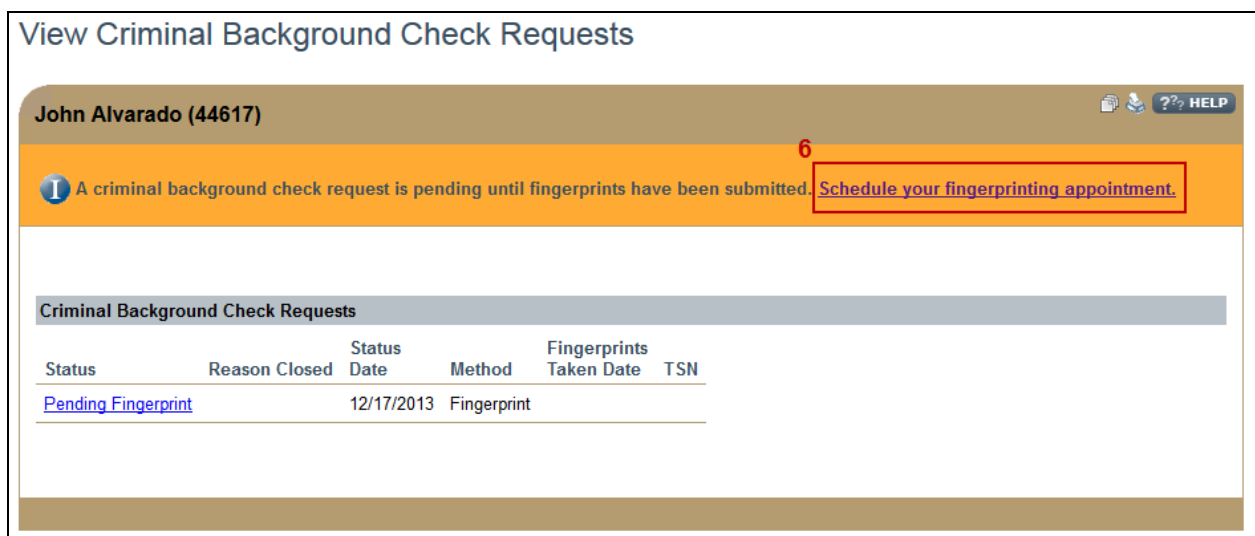
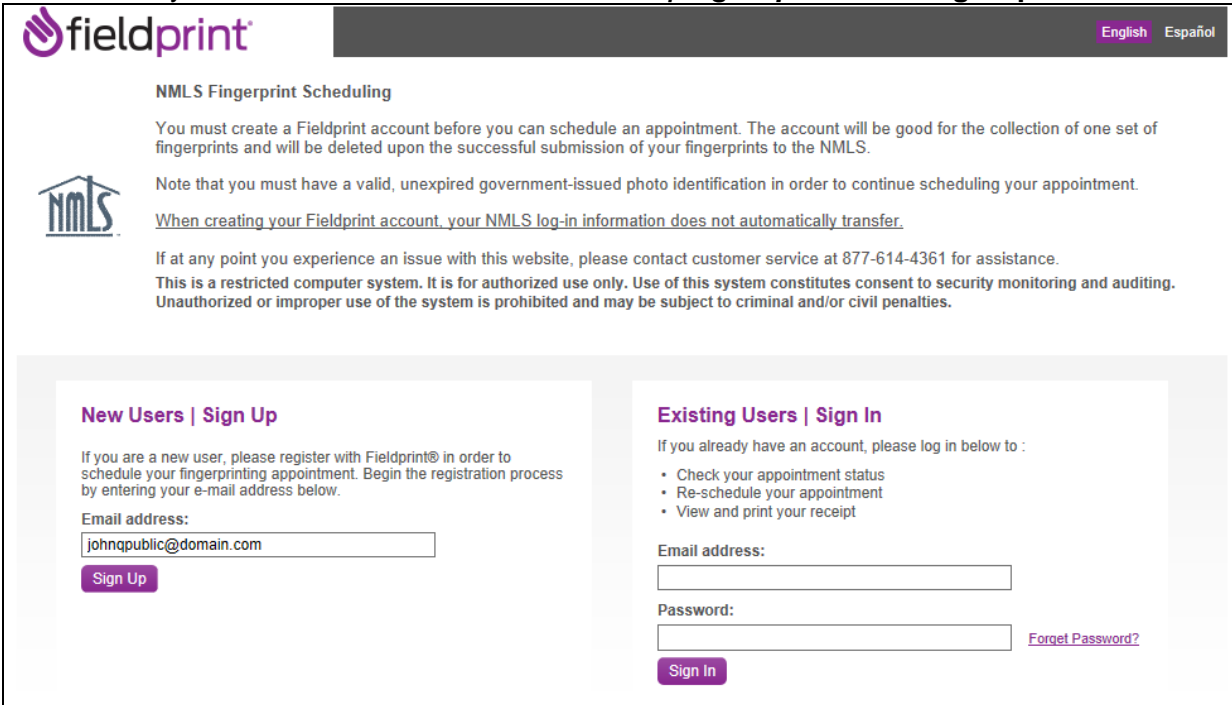


Figure 1: View Criminal Background Check Requests

From the Fieldprint website

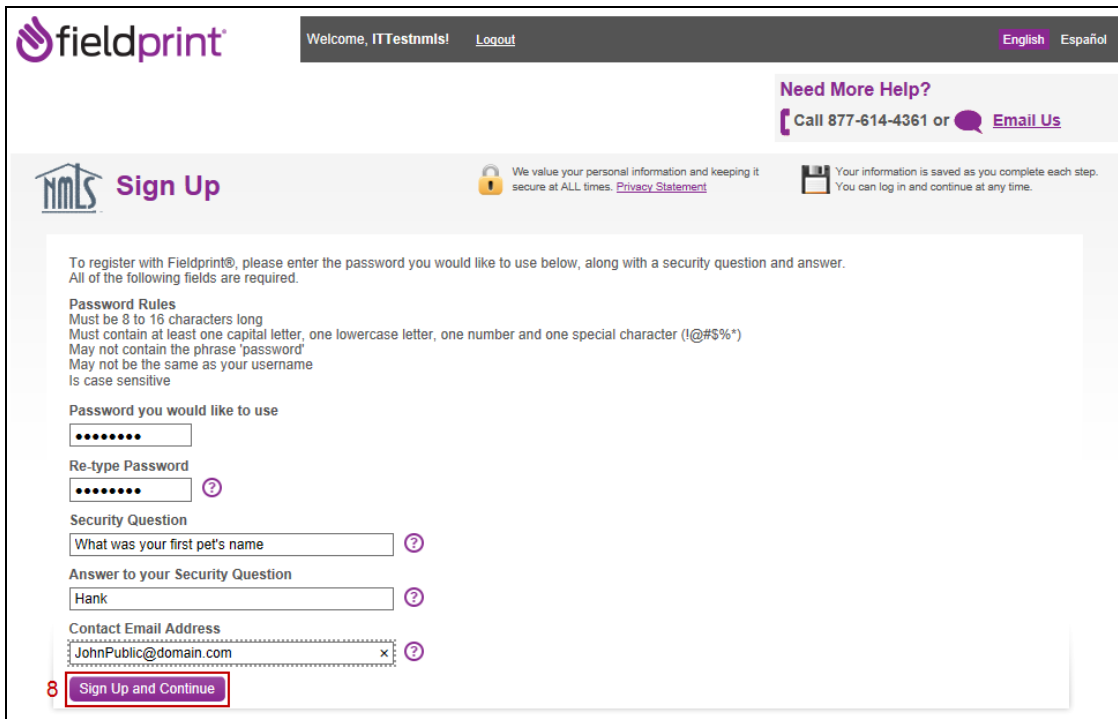
7. Enter your email address under **New Users | Sign Up** and click **Sign Up**.



The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo, and at the top right are language options for English and Español. The main heading is 'NMLS Fingerprint Scheduling'. Below this, there is a paragraph explaining that users must create a Fieldprint account before scheduling an appointment. To the left of this text is the NMLS logo. Further down, there is a note about valid photo identification and a link to the NMLS log-in information. A paragraph at the bottom provides customer service contact information and a disclaimer. The main content area is divided into two columns: 'New Users | Sign Up' and 'Existing Users | Sign In'. The 'New Users | Sign Up' section includes instructions for new users, an 'Email address:' label, a text input field containing 'johnqpublic@domain.com', and a purple 'Sign Up' button. The 'Existing Users | Sign In' section includes instructions for existing users, a list of actions (check status, re-schedule, view receipt), 'Email address:' and 'Password:' labels, corresponding text input fields, a 'Forgot Password?' link, and a purple 'Sign In' button.

Figure 2: Fieldprint Sign In

8. Create a password and security question/answer then click the **Sign Up and Continue** button.



The screenshot shows the Fieldprint website's 'Sign Up' page. At the top left is the Fieldprint logo, and at the top right are language options for English and Español. A navigation bar contains 'Welcome, ITTestnmls!' and a 'Logout' link. A 'Need More Help?' section offers to call 877-614-4361 or email. The main heading is 'Sign Up' with the NMLS logo. Below this are two security notices: one about personal information security and a 'Privacy Statement' link, and another about saving information and logging in later. The main registration area contains instructions to enter a password and security question. 'Password Rules' are listed: 8-16 characters, one capital, one lowercase, one number, one special character, no 'password', not the same as username, and case sensitive. The form includes: 'Password you would like to use' (masked with dots), 'Re-type Password' (masked with dots and a question mark), 'Security Question' (text input with 'What was your first pet's name' and a question mark), 'Answer to your Security Question' (text input with 'Hank' and a question mark), and 'Contact Email Address' (text input with 'JohnPublic@domain.com' and a question mark). A purple 'Sign Up and Continue' button is at the bottom left, with a small '8' icon next to it.

Figure 3: Fieldprint Sign Up page

9. Complete each data field under the *Personal Information* section and click the **Save and Continue** button.
 - a. *I am seeking state licensure in Florida and/or Hawaii* should only be selected if user has applied or is in the process of applying for a license in in those jurisdictions.
 - b. *Federal Registrants Only* section should only be completed by individual's seeking a Federal Registration and at the direction of the employing federal institution.

fieldprint Welcome, ITTestnmls! Logout English Español

1 2 3
Data Collection Time and Location Confirmation

Need More Help?
Call 877-614-4361 or Email Us

NMLS Personal 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.

Processing your criminal background check will be significantly delayed if the name entered here is not included in your NMLS record.
Provide your full legal name as it is issued on your government issued identification document.

First Name: John Middle Name: Q Last Name: Public Suffix: Select.....

NMLS ID: 999999999 You must enter a valid NMLS ID. Entering an invalid or incorrect NMLS ID can result in significant delays in processing your license.
[Unsure of NMLS ID?](#)

Date of Birth:
Month: March Day: 03 Year: 1970

Contact Phone: 000-000-0000

Contact E-mail: johnqpublic@domain.com

Preferred Contact Method:
 Phone E-mail

STATE LICENSEES/APPLICANTS ONLY
 I am seeking state licensure in Florida and/or Hawaii.
If you work for a bank, do not check this box unless instructed to do so by your employer.

FEDERAL REGISTRANTS ONLY
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 (optional): FPACBank
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.
If your employer does not have an institution-specific code, please leave this field blank, click "Save and Continue" and continue with the scheduling process.

9 Save and Continue

Figure 4: Fieldprint Personal Information page

10. Continue through the Fieldprint website to schedule the fingerprint appointment.

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