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 is 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](image-url)
From the Fieldprint website

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

![Fieldprint Sign In](image1)

**Figure 2: Fieldprint Sign In**

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

![Fieldprint Sign Up page](image2)

**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 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 Personal Information page](image)

**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.