



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
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.

The screenshot shows the 'View Criminal Background Check Requests' page for user John Alvarado (44617). A notification banner at the top states: 'A criminal background check request is pending until fingerprints have been submitted. Schedule your fingerprinting appointment.' The notification is marked with a red '6' and a red box around the link. Below the notification is a table of Criminal Background Check Requests.

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date	TSN
Pending Fingerprint		12/17/2013	Fingerprint		

From the FieldPrint Website

7. Click **Sign Up**.

Welcome to Fieldprint®

You must create a Fieldprint account before you can schedule an appointment. The account will be good for the collection of one set of fingerprints and will be deleted upon the successful submission of your fingerprints to the NMLS.

Note that you must have a valid, unexpired government-issued photo identification in order to continue scheduling your appointment.

[When creating your Fieldprint account, your NMLS log-in information does not automatically transfer.](#)

If at any point you experience an issue with this website, please contact customer service at 877-614-4361 for assistance.

<p>Sign Up</p> <p>For new users, please select "Sign Up" below to schedule a Fieldprint appointment.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #4a4a8a; color: white; border-radius: 10px;">Sign Up</div>	<p>Returning User Login</p> <p>For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.</p> <div style="border: 1px solid #4a4a8a; padding: 5px; display: inline-block; border-radius: 10px;">Log In</div>
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8. Read the E-Sign Act Closure and Consent Agreement and click **I Agree** at the bottom of the page.

9. Enter the required information to create an account and click **Continue**.

Create Account

Please fill in the following fields to create an account.

*** — Required Fields**

Email *	<input type="text" value="NMLS_user@fieldprint.com"/>
Username *	<input type="text" value="NMLS_user"/>
Password *	<input type="password" value="....."/> show
Confirm Password *	<input type="password" value="....."/> show
First Name *	<input type="text" value="lttest"/>
Last Name *	<input type="text" value="lttest"/>
Mobile Phone Number	<input type="text"/>

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 *	<input type="text" value="What was your childhood nickname?"/>
Answer 1 *	<input type="text" value="...."/> show
Security Question 2 *	<input type="text" value="What is your oldest cousin's first and last name?"/>
Answer 2 *	<input type="text" value="....."/> show
Security Question 3 *	<input type="text" value="In what city does your nearest sibling live?"/>
Answer 3 *	<input type="text" value="...."/> show

[Back](#) [Continue](#)

10. Check your email for a verification code sent from auth@fieldprint.com. You may need to check you Junk or Spam folder.

11. Enter your verification code and click **Complete Registration**.

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

Please do not close your browser.
If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

* — Required Fields

Verification Code*

Didn't receive an email? Click [here](#) to resend email.

Complete Registration

12. Enter your username and password and click **Login**.

Your account has been verified
You have successfully verified your account, please log in.

Log in

Username

Password

Back **Login**

13. Select the relevant choice on the *Additional Licenses and Processing* screen:

a. State for Florida and/or Hawaii

State(s)	Fee
<input type="checkbox"/> Florida FL - Mortgage Loan Originator (FL OFR) - Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes of a statewide criminal background check for individuals seeking licensure as mortgage loan originators. (ORI# FL737111Z)	\$ 24.00
<input checked="" type="checkbox"/> Hawaii Select one Escrow Depository Fingerprints will be submitted to the Hawaii CJC for the purpose of a fingerprint-based background screening for individuals conducting activities or seeking licensure. (ORI# HI920264Z)	\$ 30.00
<input type="checkbox"/> None of the Above Select this option if none of the other listings apply to you.	

b. Federal Registrants

c. Nothing above is my case

14. Click **Continue**.

Biometric Disclosure

FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

Federal Registrants Only

Federal Registrants

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

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.

Nothing Above

Nothing above is my case

You can choose this option if your employer does not have an institution-specific code, or you cannot contact your employer for additional consultation.

Cancel & Start New

Continue

15. Enter the required fields for your personal information and click **Continue**.

Data Collection

- Additional Licenses and Processing
- Personal Information**

Authorization

- Biometric Disclosure
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

Personal Information

Please enter your personal information below.

Notice

The information entered on this screen must belong to the person attending the appointment. The name provided for the appointment **must be your full, legal name and must match both forms of identification exactly**. The date of birth provided must also be an exact match to what is listed on the primary form of identification. Your fingerprint collection appointment will not take place if you cannot provide two forms of matching identification.

[Acceptable Forms of ID](#)

*** — Required Fields**

First Name *

Middle Name

Last Name *

Suffix

NMLS ID * [Unsure of NMLS ID?](#)

Date of Birth *

Phone *

Alternate Phone

Email *

Preferred Contact Method * Email Phone

Appointment Reminder * Email No

16. Read the Biometric Disclosure and select **I agree** and click **Continue** at the bottom of the page.

17. Read the FBI Privacy Statement and Privacy Notice and select **I agree** and click **Continue** at the bottom of the page.

18. Use the *Schedule Appointment* screen to find a location and schedule an appointment.
19. Click **Continue**.

Data Collection

- ✓ Additional Licenses and Processing
- ✓ Personal Information

Authorization

- ✓ Biometric Disclosure
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Fieldprint Location

[Back to 20 Results](#)

Schedule Appointment

Fieldprint Site - Fieldprint, 12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

M T U W T H F 10:00 AM - 04:00 PM Unavailable: M T U W T H F 01:00 PM - 02:00 PM

2.03 mi

Notice

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

* — Required Fields

Available Date*

Part of day*

Continue

20. Review your appointment details and click **Finish Scheduling**.

Data Collection

- ✓ Additional Licenses and Processing
- ✓ Personal Information

Authorization


- ✓ Biometric Disclosure
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Schedule Appointment

Notice
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Date and Time: August 31, 2023 10:00 AM
Location:  Fieldprint Site - Fieldprint
12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

[Back](#) [Finish Scheduling](#)

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