



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.

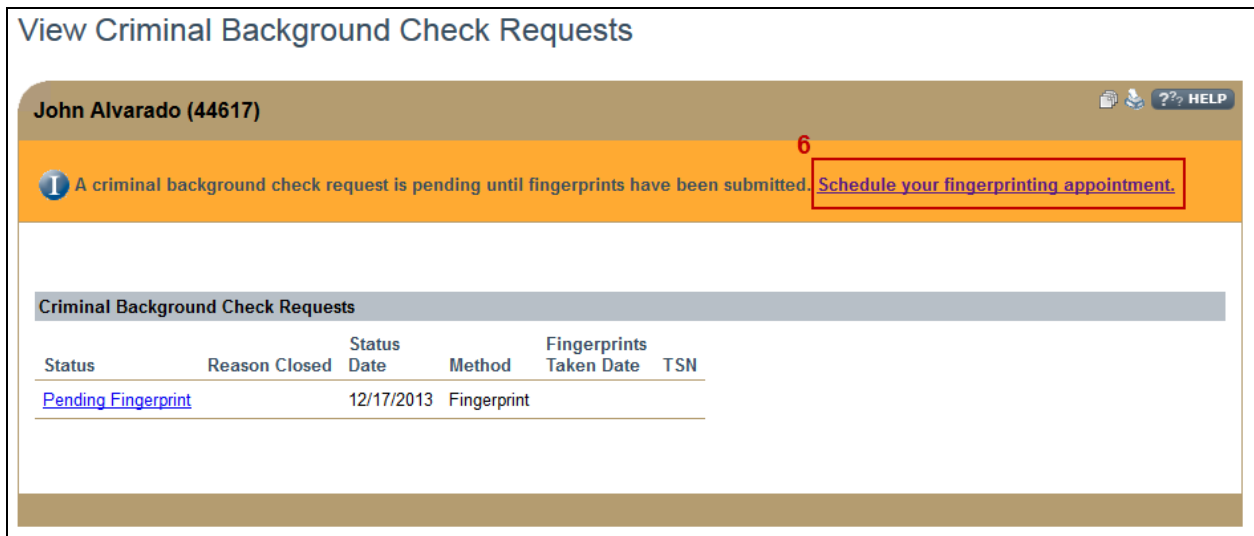


Figure 1: View Criminal Background Check Requests
From the Fieldprint website

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

fieldprint English Español

NMLS Fingerprint Scheduling

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. This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

[Forgot Password?](#)

Sign In

Figure 2: Fieldprint Sign In

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

fieldprint Welcome, ITTestnmls! Logout English Español

Sign Up

Need More Help?
Call 877-614-4361 or [Email Us](#)

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.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules
Must be 8 to 16 characters long
Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#%\$*)
May not contain the phrase 'password'
May not be the same as your username
Is case sensitive

Password you would like to use

Re-type Password
 ?

Security Question
 ?

Answer to your Security Question
 ?

Contact Email Address
 x ?

8 Sign Up and Continue

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

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: 99999999
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): FPABCBank x

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.