Member FBI Check Instructions

Steps to get fingerprinted:

1. Go to www.fieldprint.com and enter the code provided by your Project Site Supervisor.

2. Follow the instructions to register with Fieldprint,
   a. Enter legal first and last name exactly as it appears on your government-issued photo ID. This must be the ID submitted to WSC to verify identity.
   b. Enter “Personal Review” when asked the reason for your request.
   c. Check No when asked if this is for employment, licensing, or apostille.

3. Fieldprint will review the information and send an email that the registration is approved (usually within a couple business hours).

4. Log in, click “Continue Scheduling” and complete the demographic information.

5. When Service Site is requested, enter your sponsoring organization (project site).

6. Select a Fieldprint Livescan location and schedule your fingerprinting appointment.
   a. Members must choose locations clearly identified as “Livescan” in the Notes field.
      If this causes a hardship, your project site can request approval from WSC – prior to scheduling your appointment – to use one of the alternate (non-livescan) locations.
      NOTE: Cancellation/rescheduling fees apply if you do not show up at your scheduled time and fail to cancel/change at least 24 hours in advance.

Steps to take after fingerprinting:

1. You will receive an email from Fieldprint indicating your results are ready.
   NOTE: Call Fieldprint if you do not receive this email within 2 days of fingerprinting.

2. Follow the instructions in the email to log in and retrieve your record on a computer with a printer. **DO NOT access your results from a mobile device (smartphone, tablet, etc.)!**
   This will cause an error that will require you to re-do the process and create an additional charge for your project site.

3. When asked for permission to share the results with WSC, you must answer “Yes” in order to be eligible to serve and for WSC to pay for this FBI check.

4. Print the results and deliver to your Supervisor ASAP (they must submit this with your enrollment paperwork 2 weeks prior to your start date).

Contact Fieldprint customer service team with any issues or questions at:
1-877-614-4364 or customerservice@fieldprint.com
Check "Yes"

Reason for Request: “Personal Review”

Country of Citizenship must be USA

Fieldprint cannot run your check if you say you are not a Citizen of the USA

Check “No”
This is not for employment.

Name and birth date must be entered exactly as shown on government-issued photo ID
After Fieldprint sends an approval email, log back in, complete demographics info and this screen comes up.

Enter name of organization that you will be serving with.
The scheduling page will default to search from your home address.

You can search from any zip code or city/state in the U.S.

Members must use Fieldprint Livescan sites.

If this causes a hardship, please contact your supervisor to work with WSC on a possible solution.

Do NOT use non-livescan locations.
Your sponsoring organization will incur a $25 fee if you cancel or change the appointment with less than 24 hours notice...

Even if you made the appointment the same day!
NO CELL PHONES!

DO NOT USE A CELL PHONE TO DOWNLOAD RESULTS FROM FIELDPRINT!

Using a mobile device to access the Fieldprint results will cause an error that will require new fingerprinting and an additional $48 charged to the organization that selected you for service.
After downloading results, this screen comes up.

Members must agree to share results electronically with WSC in order to be eligible.

Remember to click “Save and Continue”