Using Fieldprint as an FBI Channeler

A Guide for CNCS Grantees

Change Log

Revision Date	Summary of Changes
July 22, 2016	The primary purpose of this revision is to 1) provide more information about the situations that may lead to Not Cleared recommendations and 2) update the way grantees and applicants should respond to those situations. See the section of this document titled "What Fieldprint Results Mean" (Section 6) for these updates. This revision also contains several minor updates and clarifications. These include: • The Overview (Section 1) has been updated to explain the changes to this document and reflect its new contents. • Fieldprint Basics (Section 2) includes new questions on who may be checked through Fieldprint (Question 2) and who may not be checked through Fieldprint (Question 3). These questions clarify that individuals who are not in covered positions may **not** be checked through Fieldprint. Question 7 in this section includes new information on state and local governments. Questions 11, 12 and 14 were updated to reflect new information in Section 6 of this document. Several other questions were edited for clarity. • Information about what Fieldprint results mean in How to Check an Applicant through Fieldprint (Section 4) and How to Receive an FBI Check through Fieldprint (Section 5) have been edited to align with Section 6. • A section on the impact of Channeling services on alternative search procedures and exemptions has been moved to an Appendix. The text of this section has been edited slightly to reflect that some of the events it described have now occurred. There is no change in its substantive contents. This change log and a table of contents were also added in this revision. Page references and section headings have been updated as well.

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1. Overview

In September 2015, the Corporation for National and Community Service (CNCS) contracted Fieldprint, Inc., ("Fieldprint") to provide FBI fingerprint-based checks ("FBI checks") to grantees for individuals in covered positions when grantees cannot successfully obtain these checks from their state repositories. Fieldprint is one of a limited number of contractors, called Channelers, approved by the FBI to offer expedited access to the FBI's national criminal history information. Service began in January 2016.

This document supersedes earlier guidance provided on the use of Fieldprint. It provides detailed instructions to grantees and applicants about using Fieldprint and updates the guidance to incorporate lessons learned in the first three months of implementation. It describes:

- The services available from Fieldprint
- Who should use Fieldprint
- How to use Fieldprint
- What Fieldprint's results mean
- How Channeler services affect alternative search procedures (ASPs) and exemptions from CNCS.

See the change log on pg. 1 of this document for a brief summary of the updates included in this version of the document.

NOTE: The criminal history check process required of all grantees of CNCS has up to four components:

- A nationwide check of the National Sex Offender Public Website
- State criminal history checks for the individual's state of residence **AND** state of work or service
- An FBI check.

Regardless of whether your program uses Fieldprint or another means to conduct an FBI check, you **MUST** still conduct a nationwide NSOPW check and, when required, state checks in the individual's state of residence and state of service (45 CFR 2540.203). No single source of criminal history information is complete in all cases. Failure to conduct all required checks correctly will result in a cost disallowance. For a full overview of the National Service Criminal History Check (NSCHC) requirements, take CNCS's required introductory eCourse on the NSCHC process, available on the NSCHC Knowledge Network.

2. Fieldprint Basics

1. Who may use Fieldprint as a Channeler?

Grantees may use Fieldprint to obtain FBI checks on individuals in covered positions if the grantee cannot successfully receive this service from state repositories. This would include grantees that are operating in states where the criminal history repository does not offer FBI checks or cannot provide them in a timely manner, or will not adjudicate the results, or grantees that recruit individuals from many different states such that dealing with many different state agencies is infeasible. In other words, if you're one of the many grantees that can obtain timely FBI checks through your state repository—keep using it! If not, use Fieldprint.

2. Who may receive an FBI check through Fieldprint?

Fieldprint can provide FBI checks on individuals that have applied to work or serve in positions that receive an education award from CNCS or a Corporation grant-funded living allowance, stipend or salary. As explained in the Code of Federal Regulations (45 CFR 2540.201), these positions, known as "covered positions," are required by law to undergo a National Service Criminal History Check. Use of the FBI's information in this way is only permissible when authorized by law.

3. Who may *not* receive an FBI check through Fieldprint?

Grantees **may not** use Fieldprint to conduct FBI checks on individuals that are not in covered positions, as such checks are not authorized by law.

4. Will using Fieldprint require my organization to obtain approval of an Alternative Search Procedure from CNCS or a rejection letter from a state repository?

No. Grantees may establish an online account with Fieldprint to use its services without an approved Alternative Search Procedure or documentation of rejection from a state repository. The system will use an organization's Data Universal Numbering System (DUNS) number to confirm that it is an active grantee or subgrantee of CNCS. For more information, see the step-by-step instructions on establishing an account in Section 3 of this document, which begins on pg. 8.

5. How will a grantee sign up for services with Fieldprint?

Visit Fieldprint's CNCS-specific webpage and click on "Set Up an Account" to begin the process. This document contains detailed instructions in Section 3, which begins on pg. 8. Fieldprint will also offer customer service for its web portal via a toll-free helpdesk that is available from 8 a.m. to 10 p.m. ET, Monday through Friday, at 877-614-4364 or customerservice@fieldprint.com.

6. Who pays for the FBI checks obtained through Fieldprint?

While this contract relies on CNCS's legal authority to allow Fieldprint to provide grantees with

adjudicated FBI checks, grantees will work with and pay Fieldprint directly. Costs of FBI checks conducted through Fieldprint are allowable grant costs. As with any other component of the NSCHC process, grantees must pay for each check conducted on an individual seeking to work or serve in a covered position within their program. Programs may ask a candidate to pay for checks conducted through Fieldprint as long as the program reimburses the applicant for the cost of conducting the check.

7. How can a grantee pay for the FBI checks?

Fieldprint will offer three payment options.

1. A grantee can register a credit card with their account, which will be automatically charged with each check.
2. Grantees can request that applicants pay for the checks initially, provided that they reimburse those individuals in a reasonable timeframe consistent with their own policies and procedures. (See Question 4, above.)
3. Grantees that process more than 100 checks in a year and some state or local government agencies may also establish an invoicing system with Fieldprint.

See pg. 10 of this document for more information on how to configure your payment method.

8. How does an applicant get fingerprinted?

After a grantee establishes an account, Fieldprint will provide that grantee with a "Fieldprint code," which is used to link and track individual requests to grantees. Grantees will then provide this code to applicants and direct them to a web site where applicants can establish an account and schedule an appointment online with a local fingerprint service provider. Fieldprint maintains partnerships with more than 1,100 service providers nationwide, which capture fingerprints electronically.

Applicants will schedule an appointment online, visit the fingerprint service provider, and receive an automatic notification when their check is complete. Grantees will be able to monitor individuals' progress through the system via an online portal. Both the grantee and an applicant can review adjudications online as soon as they are received. The process is slightly different for individuals that do not live within a reasonable distance of one of Fieldprint's local service providers. (See Question 8 below.)

This document contains step-by-step instructions on how to check your applicants through the system and how to get checked yourself. These instructions are included in Sections 4 and 5 of this document, respectively. Fieldprint's helpdesk is also available at customersupport@fieldprint.com and 1-877-614-4364 to support all users in this process.

9. What if applicants don't live near one of Fieldprint's local service providers?

In these situations, applicants would establish an account online with Fieldprint, and then receive information on other sites nearby that can capture fingerprints using paper cards. These are often law enforcement agencies. If the applicant selects a law enforcement agency, Fieldprint will mail a packet

to the applicant with the information necessary for an individual to get their fingerprints taken at one of these locations, including the fingerprint card. The applicant would then mail this card to Fieldprint, using instructions provided in the information packet. Once Fieldprint receives the fingerprints, the rest of the process is identical to that experienced by other applicants, as described in Question 7 above. Due to the need for fingerprints to reach Fieldprint through the mail, these checks may take more time to complete. See the step-by-step instructions in Section 3, particularly Step 9, for more information.

10. How much will one FBI check cost?

Each check will cost $30.25, inclusive of all taxes and fees, when conducted through one of Fieldprint's local service providers (the process described in Question 7 above),. When fingerprints are collected by a site that is not one of Fieldprint's local service providers (the situation discussed in Question 8, above), each check will cost $30.25, plus any additional fee that the fingerprinting agency may charge for its services. This would be the case only when an applicant does not live near one of Fieldprint's local service providers.

11. How do I know whether an applicant clears the FBI check?

Applicants and grantees will receive a Cleared or Not Cleared recommendation from Fieldprint. A Cleared notification confirms that the FBI's records do not contain any information to indicate that the individual has been convicted of murder, crimes related to sex offenses, or crimes of neglect, cruelty, or endangerment. A Not Cleared indicates that criminal history record information was found that does not allow the issuance of a Cleared recommendation. See Section 6 of this document for more information on what Fieldprint results mean.

NOTE:

- A Cleared recommendation **does not mean** that an individual has no criminal record. For example, an individual convicted of manslaughter, attempted murder, fraud, domestic violence, theft, or driving under the influence may receive a Cleared recommendation. Please see Section 6 of this document, which begins on pg. 19, for more information.

- This recommendation is not a statement of suitability to serve with a particular organization. An organization may conduct additional criminal history screening beyond what is required by the Corporation for National and Community Service (45 CFR 2540.200-207).

- An FBI check alone is never enough to be compliant with the criminal history NSCHC requirements. Grantees must conduct the other required components of the NSCHC process on time to confirm eligibility and to avoid cost disallowance. See CNCS's Knowledge Network page on the criminal history check requirements for more information.

12. What should I do if I want to know if my applicant was convicted of a specific offense, rather than receiving just a cleared or not cleared determination?

Grantees may conduct additional checks beyond those required by the criminal history check regulations to obtain whatever additional information the grantee may need to screen applicants. For example, grantees may conduct an additional check through a commercial background check provider. These checks **may not** be used in lieu of the required criminal history check procedures without prior written approval from CNCS.

Organizations that articulate a sufficient business case for requiring more detailed criminal history record information from the FBI may request approval to meet the FBI check requirement by using the FBI Departmental Order process, which can provide detailed conviction information. CNCS will approve use of the Departmental Order process on a case-by-case basis through the alternative search procedure process. See Appendix A of this document on alternative search procedures and exemptions, which begins on pg. 25, for more information.

13. How long will it take to receive a recommendation?

The vast majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. (See Question 8 above for more information on checks when an individual does not live within a reasonable distance of an electronic fingerprinting site.)

14. Do applicants have an opportunity to challenge the factual accuracy of a result?

Yes, applicants must have 45 calendar days to challenge the factual accuracy of a result. See Section 6 of this document for more information.

3. Step-by-Step: Establishing an Account with Fieldprint

Your organization must establish an account with Fieldprint before it can conduct any checks. See Fieldprint Basics, beginning on pg. 4 of this document, for more information on the services Fieldprint can provide and what grantees should use those services. Follow the steps below to establish an account. CNCS strongly recommends that you read the entire process before you begin. You can print pages from Fieldprint's system for your records at any time by using your browser's printing capabilities.

1. **Gather the information you will need.**
   Have the following information available for easy reference when establishing your account. You will not be able to complete the process without this information.
   - ☐ Your organization's legal name
   - ☐ Your organization's address
   - ☐ Your organization's phone number
   - ☐ An estimate of the annual number of individuals you expect to check through this system. **This is an estimate only.** Provide your best estimate based on the

All about DUNS Numbers

What is a DUNS number?
A Data Universal Numbering System (DUNS) number is a unique nine-digit identification number used by the federal government to identify organizations and branches of organizations. Every recipient of federal funding, including both prime and subgrantees, are required to have these numbers. See the Terms and Conditions of your CNCS award for more information.

Why do I need a DUNS number to use Fieldprint?
Fieldprint can only provide these checks to organizations that are conducting criminal history checks due to the requirements of CNCS and its authorizing legislation. A DUNS number allows Fieldprint to verify that your organization is eligible for these services.

How do I get a DUNS number? Does it cost anything? How long does it take?
First, verify that you don't already have one by speaking to your accounting or compliance office. After you've confirmed that you don't have one, follow these instructions from the Office of Management and Budget. Registering for a DUNS number is free and generally takes 5-10 minutes.

If Fieldprint is checking the DUNS number I provide against a list of approved numbers, how can I be sure I'm on the list?
If you are a prime grantee of CNCS, CNCS will provide your DUNS number to Fieldprint. No further action is necessary. Fieldprint will primarily use information from the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) to verify subgrantees. CNCS's grant terms and conditions require prime grantees to provide FSRS information on all subgrants of $25,000 or more. That means that if you are a prime grantee and you have not already done so, you need to provide this information to FSRS to extend this service to your subgrantees. If this requirement does not apply to you (for example, if your subgrants are smaller than $25,000), contact CNCS at CHC@cns.gov for more information. If you are a subgrantee and you want to ensure you have access to this system, contact your prime grantee.

What happens if my number is not on the list?
If you provide a DUNS number that is not on Fieldprint's approved list, you will receive an email alerting you to this fact shortly after registration. First, check that you entered the number correctly using the information provided in the email. If there is a typo, call Fieldprint to correct it. If not, contact CNCS if you are a prime grantee or your granting organization if you are a subgrantee.

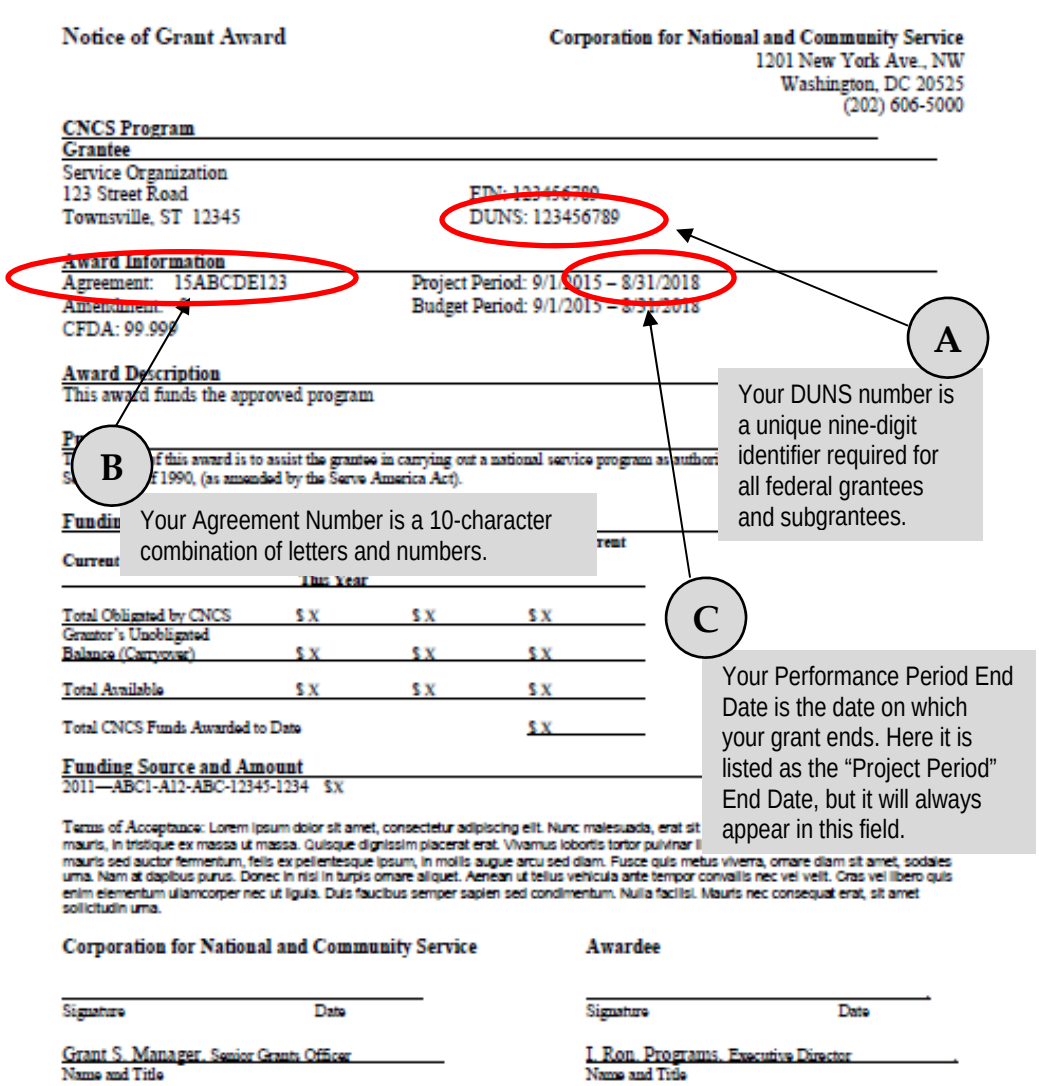
Need Help?

Review Fieldprint's Frequently Asked Questions. All additional questions about establishing an account and running checks should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

information you have available at the time you sign up for an account. There are no negative repercussions for an incorrect estimate.

- Your Data Universal Number System (DUNS) number. If you are a direct grantee of CNCS, you can find your DUNS number in your Notice of Grant Award. (See Figure 1, Box A). See the box on the prior page for more information on DUNS numbers and their role in this system.
- The Agreement Number and Performance Period End Date of your most recent grant from CNCS or a CNCS-funded organization. If you are a direct grantee of CNCS, your Agreement Number is a ten-character code made up of letters and numbers, such as "15ABCDE123". Your Performance Period End Date is the date on which your grant ends, most often, though not always, three years after the date of the award. You can find both of these numbers on your Notice of Grant Award. (See Figure 1, Boxes B and C.) If you are a subgrantee of an organization other than CNCS, contact the granting organization. If you are yourself a prime grantee that makes awards to other organizations, contact Fieldprint Customer Service if you are unsure what to use.

Figure 1: A Sample Notice of Grant Award


Notice of Grant Award

Corporation for National and Community Service
1201 New York Ave., NW
Washington, DC 20525
(202) 606-5000

CNCS Program

Grantee
Service Organization
123 Street Road
Townsville, ST 12345

EIN: 123456789
DUNS: 123456789

Award Information
Agreement: 15ABCDE123
Amendment:
CFDA: 99.999

Project Period: 9/1/2015 – 8/31/2018
Budget Period: 9/1/2015 – 8/31/2018

Award Description
This award funds the approved program

Pr
T f this award is to assist the grantee in carrying out a national service program as author
S f 1990, (as amended by the Serve America Act).

Fundin rent
Current

	This Year		
Total Obligated by CNCS	$ X	$ X	$ X
Grantor's Unobligated Balance (Carryover)	$ X	$ X	$ X
Total Available	$ X	$ X	$ X
Total CNCS Funds Awarded to Date			$ X

Funding Source and Amount
2011—ABC1-A12-ABC-12345-1234 $X

Terms of Acceptance: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc malesuada, erat sit mauris, in tristique ex massa ut massa. Quisque dignissim placerat erat. Vivamus lobortis tortor pulvinar l mauris sed auctor fermentum, felis ex pellentesque ipsum, in mollis augue arcu sed diam. Fusce quis metus viverra, ornare diam sit amet, sodales urna. Nam at dapibus purus. Donec in nisi in turpis ornare aliquet. Aenean ut tellus vehicula ante tempor convallis nec vel velit. Cras vel libero quis enim elementum ullamcorper nec ut ligula. Duis faucibus semper sapien sed condimentum. Nulla facilisi. Mauris nec consequat erat, sit amet sollicitudin urna.

Corporation for National and Community Service
Signature Date
Grant S. Manager, Senior Grants Officer
Name and Title

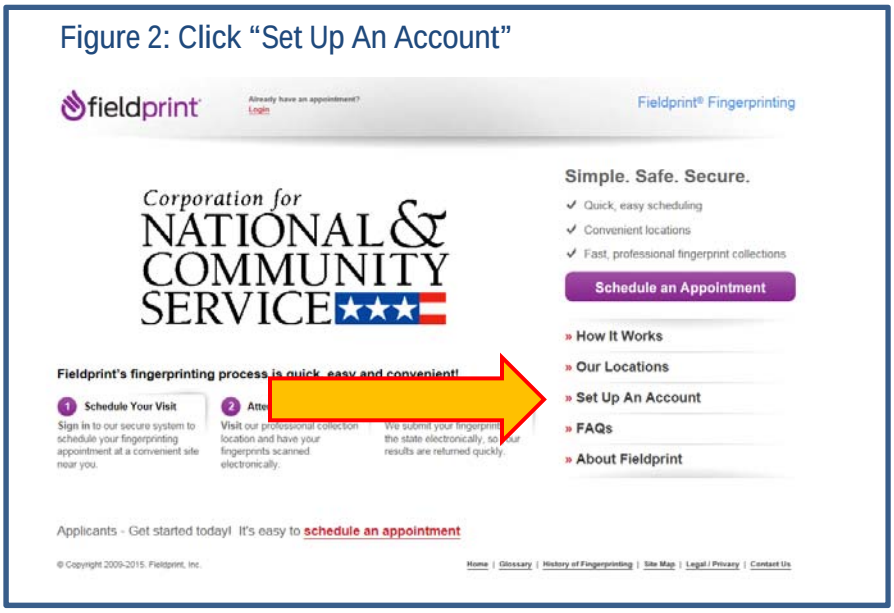
Awardee
Signature Date
J. Ron. Programs, Executive Director
Name and Title

This is an example of a CNCS Notice of Grant Award. It contains key information about your award, including your DUNS number (A), your Agreement Number (B), and your Performance Period End Date (C). If you are a direct grantee of CNCS, use this to find key information necessary to sign up to use Fieldprint. If you are a subgrantee, you may not have a document that looks like this. Consult with your granting organization to identify the right information. If you are a prime grantee and do not know what to provide to your subgrantees, contact Fieldprint Customer Service for more information.

- ☐ The name, title, address, phone number, and email of the person who will be the primary contact for your account.
- ☐ How you intend to pay for the checks. Fieldprint's system offers three payment options:
  - o You can pay for the checks directly using a Mastercard, American Express, Discover, or Visa credit card.
  - o You can have applicants pay for the checks when they schedule an appointment and reimburse them at a later date.
  - o You can setup an invoicing system, if you expect to conduct more than 100 checks annually or, in some cases, if your organization is a state or local government entity.
- ☐ Your credit card information, if you choose to pay for the checks directly.

2. **Go to www.fieldprintCNCS.com and click on "Set Up An Account."** (See Figure 2.)
3. **Click "Sign Up" on the next screen.**
4. **Follow the steps in the Fieldprint Fingerprinting Program SetUp Wizard to provide the required information.** When entering this information, two specific questions require particular attention. Enter them carefully. Then, double- and triple-check them.

Figure 2: Click "Set Up An Account"



   a. **Your DUNS number:** As described in the box on pg. 8, this number indicates to Fieldprint that your organization is eligible to receive these services. If you enter this number incorrectly, you will not be able to establish an account without calling Fieldprint directly to correct the error. If you have entered it correctly and still are not able to sign up for an account, contact CNCS if you are a prime grantee or your granting organization if you are a subgrantee.

   b. **Performance Period End Date of your most recent grant supported by CNCS funds:** While entering this number incorrectly will not keep you out of the system, it may create additional administrative burdens later on. The system is designed to sunset

Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions about establishing an account and running checks should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

accounts as grants expire. Organizations that continue to work with CNCS will be able to renew them as their expiration date approaches. Entering this number incorrectly could make you renew your account earlier than necessary, or require additional action to close your account when it is no longer needed.

5. **Before you complete the "General Information" screen, check all of the information you have provided carefully.**
6. **When you reach the Payment screen, choose "Applicant pays" if you will reimburse your applicants for the cost of each check. Choose "Provider pays" if you will pay directly. If you wish to use the invoicing option, call Fieldprint using the information in the box at the bottom of this page at this stage.** You will not be able to progress past this page without providing a payment method.
7. **After completing the Payment screen, you will automatically download Instructions and a Services Agreement. Please read these documents carefully.** Any questions should be directed to Fieldprint Customer Service. If you agree to the Services Agreement, provide the information requested on the screen. You must enter the date on which you are actually completing this screen to move forward. You cannot back-date or forward-date this agreement.
8. **Read the information on the confirmation screen and save it for your records.** In one-to-two business days, you will receive an email with more information, including your Fieldprint Code and information on logging into your client portal, where you can review the status and results of all your checks. When you receive this information, move on to Step 9.
9. **When you receive this email, save your Fieldprint Code somewhere easily accessible**. You will need to provide it to any individuals you direct to Fieldprint for an FBI check. Follow the instructions to create your password and log in to the client portal. If the DUNS number you provided was not on Fieldprint's list of approved organizations, you will be notified at this stage. See the box on pg. 8 for more information.
10. **You're all set!** You can start using Fieldprint to conduct checks right away. See the next section for information on how to have individuals get checked through Fieldprint.

Need Help?

Review Fieldprint's Frequently Asked Questions. All additional questions about establishing an account and running checks should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

4. Step-by-Step: How to Check Applicants through Fieldprint

Follow these steps to help an individual receive an FBI check through Fieldprint. Although this system has been designed to be as intuitive as possible, individuals' comfort with online systems varies widely. Consider going through the process with your applicants if you have any concerns about their ability to navigate the system successfully. CNCS strongly recommends that you read the entire process before you begin. You can print pages from Fieldprint's system for your records at any time by using your browser's printing capabilities.

1. **Provide the following three things to the individuals you want to receive a check:**
   a. Your Fieldprint Code. See Steps 8-9 in the process for establishing an account (pg. 11) for more information.
   b. Section 5 of this document, called "Step-by-Step: How to Receive an FBI Check through Fieldprint," beginning on pg. 14.
   c. The URL for Fieldprint's scheduling site: www.fieldprintCNCS.com
   d. Whether or not you will pay for the checks directly or require the applicant to pay, and be reimbursed at a later date. See Step 6 in the process for establishing an account (pg. 10) for more information.
2. **Ask the individual to follow the steps in Section 5 of this document, "How to Receive an FBI Check through Fieldprint**," which begins on pg. 14. As they proceed, answer any questions that they may have. If you are working with any individuals that do not have an email address, see the box to the right. If the individual needs any extra assistance, walk through the process with them.

Assisting Applicants without Email Addresses

Fieldprint's system is designed to be entirely digital. That's why it is able to maintain and sustain high levels of speed and reliability. Consequently, it requires those receiving FBI checks to have access to an email address to create an account and see their results. If your applicants don't have email addresses and you would still like to use the Channeler for FBI checks, you may have to help facilitate this process by working with them to establish an email account or providing them access to an email account created by your organization. CNCS encourages organizations that facilitate the process in this way to share their strategies, so that CNCS can help other organizations seeking to overcome the same challenge. Email your strategies, your successes and your ongoing challenges to CHC@cns.gov.

3. You will receive an email notification in the system whenever an individual schedules an appointment. Save this notification for your records. **CNCS recommends that you save this document as evidence of initiation of an FBI check.** FBI checks must be initiated before an individual begins work or service on a CNCS-funded grant. For more information on

Need Help?

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initiation, see the Frequently Asked Questions on the NSCHC Knowledge Network for more information.

4. Remind individuals as their appointment approaches. Fieldprint will remind them as well, but as there is a cost for no-shows or appointments that are cancelled with less than 24 hours' notice, it is in your interest to remain aware of these appointments and ensure individuals actually attend the appointments they schedule.
5. You will receive an email when an individual's check is complete. In most cases, this should not take more than three business days. Log in to your client portal to see the results of the check.
6. Contact the individual to inform them of the results of the check. The individual will be able to see these results as well, but you should always contact them to confirm receipt and that the results are identical.
   a. **If the individual cleared the check**, save the results to document their clearance. Use this document as evidence that the individual has cleared this check. Note that CNCS requires criminal history checks with up to four components: a nationwide check of the National Sex Offender Public Website (NSPOW), state criminal history checks for the individual's state of residence and state of work or service, and an FBI check. Regardless of whether your program uses Fieldprint or another means to conduct an FBI check, you **MUST** still conduct a nationwide NSOPW check and, in appropriate circumstances, state checks in the individual's state of residence and state of service. Failure to do so will result in financial consequences.
   b. **If the individual did not clear the check**, save the results and read Section 6 of this document. **This does not necessarily mean that you should reject this applicant as being ineligible.** You must provide the applicant 45 calendar days to challenge the factual accuracy of the results. There are several different reasons why an individual might receive this result. For example, FBI records are sometimes incomplete. If an individual's record contains a charge for a disqualifying offense without indicating how that case has ended, they will receive a Not Cleared recommendation, even though the charges may have been dropped. **It is essential to gather more information before excluding an individual on the basis of a Not Cleared recommendation through Fieldprint.**
7. You can log into your client portal at any time to view the status of any individuals who have used your Fieldprint Code. Results will be available for you to print for three years from the date of the check. You may need to retain this information for longer than it is available in the client portal to comply with federal grant requirements. See 2 CFR 200.333 for more information on the retention of federal grant records.

Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

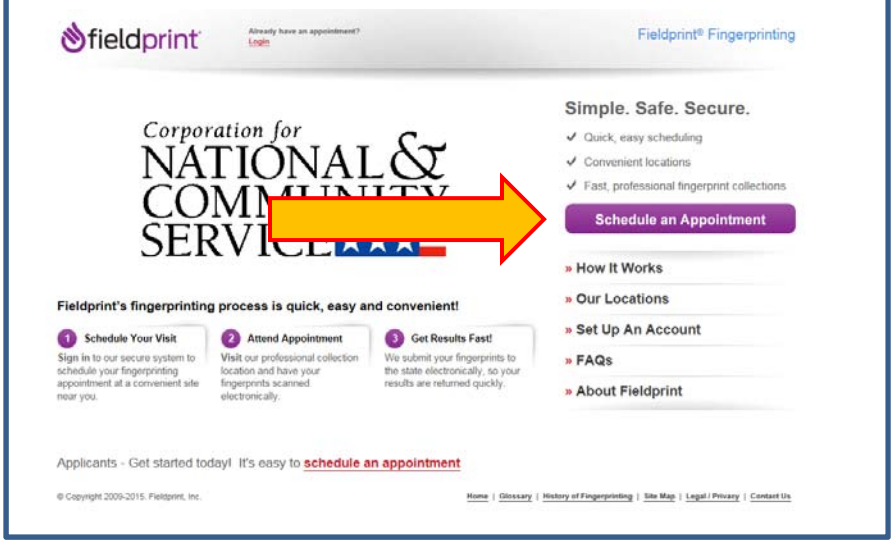
5. How to Receive an FBI Check through Fieldprint

1. **Gather the information you will need.** You will need all of the documents and information below to successfully schedule an appointment. Gather this information before beginning the process to ensure it goes smoothly.
    - ☐ **Your Fieldprint Code:** This is a code unique to the organization that is asking you to receive a check. Contact them to obtain this code if they have not provided it already.
    - ☐ **Two forms of identification:** You will need to have these with you when you go to your appointment. See Fieldprint's Frequently Asked Questions for acceptable forms of identification. This may differ from the identification that the organization that requested you undergo this check used to verify your identity earlier in the process.
    - ☐ **All of the following information**, which is required by the FBI to run a fingerprint-based check:
        - ☐ Name
        - ☐ Alias (if any)
        - ☐ Country of Citizenship
        - ☐ Social Security Number
        - ☐ Date of Birth
        - ☐ City and State of Birth
        - ☐ Sex/Gender
        - ☐ Race
        - ☐ Height
        - ☐ Weight
        - ☐ Eye Color
        - ☐ Hair Color
        - ☐ Home Address
        - ☐ Phone Number
        - ☐ Email Address: If you do not have an email address, contact you're the organization that is asking you to receive this check for assistance.

Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

2. **Go to www.fieldprintCNCS.com and click "Schedule an Appointment".** (See Figure 3.)

Figure 3: "Schedule an Appointment"



3. **Create an account**. Provide your email address and click "Sign Up."

4. **Create a password and answer the security questions.** Note the password rules. You will need this password to access your results, so be sure to either memorize it or save it in a safe place. If you forget this password, Fieldprint will use the security questions to help you access your account. A security question should be something that you will easily remember and only you know. Some common examples include "What was the name of your first pet?" "Where did you have your first kiss?" or "What was the last name of your third grade teacher?"

5. **Enter your Fieldprint Code.** This code is provided to you by the organization that is asking you to receive this check.

6. **Provide all of the personal information requested.** This information is required by the FBI to run a fingerprint-based check. Learn more about how Fieldprint keeps this information safe by reviewing their privacy policy. The specific categories for demographic information, including Race and Gender, refer to specific codes used in the FBI's fingerprint check process. CNCS does not control the choices available for these questions. Contact Fieldprint at 1-877-614-4364 or customerservice@fieldprint.com if you have any questions about the choices provided. **Check each screen carefully for errors before you move on.**

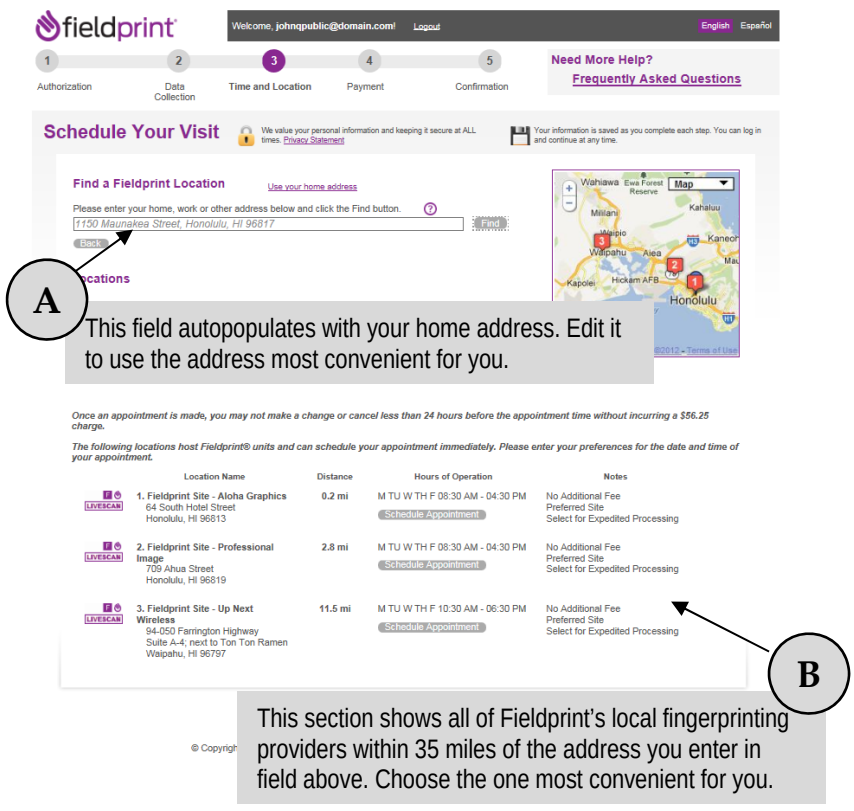
7. **Read the release carefully.** If you agree to these terms, click "I agree" and provide your name and the date. You must provide the date that you are actually reviewing the information to move forward. You cannot back-date or forward-date the release.

8. **Read the Privacy Act Notice carefully.** If you agree to these terms, click "I agree" and provide your name and date. You cannot back-date or forward-date your acknowledgement of this document.

Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

9. **Review your local fingerprinting sites.** The next screen shows you all of Fieldprint's fingerprinting partners within 35 miles of the home address you entered earlier. If you wish to use a different address to find locations, you can enter it in the box provided. (See Figure 4, Box A.) Depending on the address you use, you will have one of two options at this stage:

Figure 4: Local Fingerprinting Sites



- **If you live within 35 miles of one of Fieldprint's fingerprinting providers,** you can choose the one that you would like to visit by clicking "Schedule Appointment." You can choose any location that's convenient for you. (See Figure 4, Box B.) Then, move on to Step 10.
- **If you do not live within 35 miles of one of Fieldprint's fingerprinting providers**, you will instead see a combination of Fieldprint sites that are farther away and other local organizations that can also take fingerprints, often law enforcement agencies. (See Figure 4, next page.) At this stage, you should contact your selecting organization before you move on, to let them know which you would prefer. Organizations that are not Fieldprint providers may charge an additional fee for their services. Choose the organization that's most convenient to you. If you choose a site that is not a Fieldprint provider, Fieldprint will then mail you further information about how to get fingerprinted. If you fall into this category, after selecting where you will be fingerprinted, wait for the information Fieldprint will send and follow those instructions. When the results of your check arrive, resume following this document at Step 14.

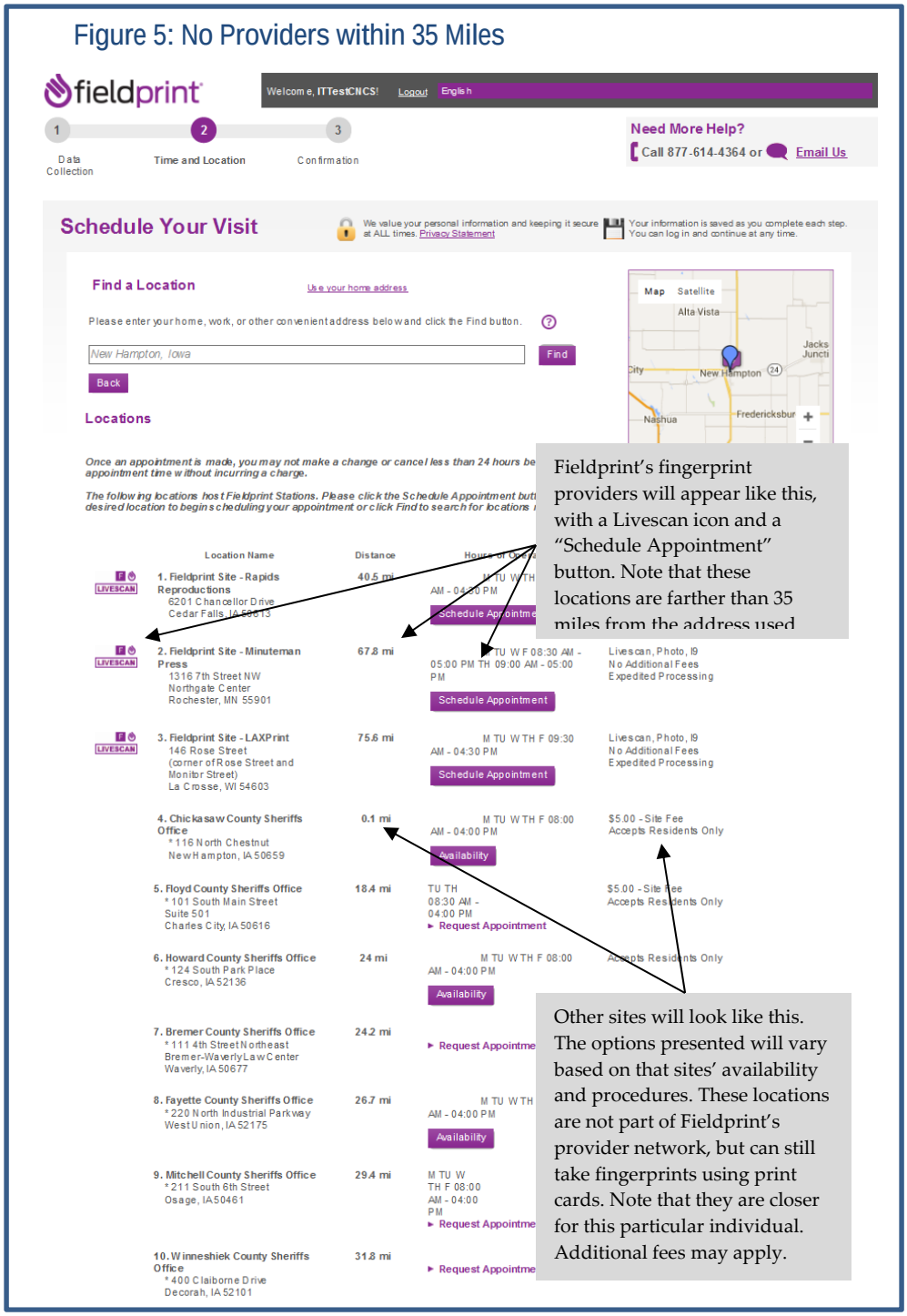
Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

10. **Choose your time.** Use the drop-down menus to choose the available time that works best for you. You will only see times that are available. Choose the one that works best for you and click on "Schedule".

11. **Review your appointment and, if the information is correct, click "Continue."** Be sure to confirm this information at this stage, because if you do not arrive at your scheduled time or you cancel in less than 24 hours, the organization that asked you to receive the check will be charged.

12. **Review the confirmation screen and print it so that you can bring it to your appointment.** Pay particular attention to the documents that you are required to bring to your appointment.

Figure 5: No Providers within 35 Miles



13. **On the day of your appointment, go to the location you chose.** You should bring:

- ☐ Your printed appointment confirmation
- ☐ Two forms of identification, as described on your appointment confirmation.

Need Help?
Review Fieldprint's Frequently Asked Questions. All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

14. **You will receive an email notification when your check is complete. Login to the system using the password you created in Step 4.** Fieldprint may email you an additional PIN before accessing your results for security purposes.

    a. If you cleared the check, follow the instructions of your selecting organization. They should inform you of any outstanding items or required next steps. Save your clearance for your records.

    b. If you did not clear the check, review Fieldprint's Frequently Asked Questions for more information about why this may have occurred, what you can expect going forward, and your next steps. **This does not necessarily mean that you are ineligible for work or service.** The selecting organization must provide you 45 calendar days to challenge the factual accuracy of the results. There are several different reasons why you might receive this result. For example, FBI records are sometimes incomplete. If your record contains a charge for a disqualifying offense, but the database does not reflect the outcome of the case, you will receive a Not Cleared recommendation, even if the outcome was that you were found "not guilty." **Review Section 6 of this document thoroughly and contact your selecting organization immediately.** Save the recommendation for your records.

6. What Fieldprint Results Mean

Neither CNCS nor Fieldprint can release specific criminal history information obtained from the FBI to grantees. Instead, Fieldprint reviews the specific criminal history information against a set of criteria to generate one of two recommendations: Cleared or Not Cleared. **Cleared does not necessarily mean eligible. Similarly, Not Cleared does not necessarily mean ineligible.** Organizations must use both recommendations in combination with other information obtained through the other required NSCHC components to make an informed choice before selecting an individual for work or service. This section of the guide outlines how Fieldprint makes its recommendations and explains what Fieldprint results mean.

A. Eligibility and Fieldprint's Criteria

Four categories of individuals are ineligible by law (42 USC 12645g(c)) to work or serve in positions that receive salaries, stipends, living allowances or education awards supported by CNCS-funded grants:

- Anyone listed, or required to be listed, on a sex offender registry,
- Anyone convicted of murder,
- Anyone who makes a false statement in connection with an organization's inquiry concerning his or her criminal history, and
- Anyone who refuses to undergo a criminal history check.

Fieldprint cannot determine with 100% confidence whether a specific individual is ineligible based on this criteria because the FBI's criminal history information, like all sources of criminal history information, is imperfect. It is often not possible to tell solely by looking at someone's criminal history information whether they have been convicted of murder or are required to be registered as a sex offender. This is the case for at least three reasons. First, crimes are defined differently in different states and depend on the facts of a particular case. For example, in Pennsylvania "corruption of minors" can refer to both aiding truancy and committing a sexual offense with a minor (18 Pa. C.S. 6301). Second, whether or not some crimes, such as prostitution-related offenses, require an individual to register as a sex offender varies state-to-

What could lead to an individual receiving a "Not Cleared" recommendation from Fieldprint?

Any of the following situations will lead to a "Not Cleared" recommendation. When an individual's FBI criminal history record information indicates that:

- He or she has been convicted of murder. Murder is the unlawful killing of a human being with malice aforethought (18 USC 1111). Offenses that result in the death of an individual such as manslaughter or vehicular homicide are not murder. Attempts or conspiracies to commit murder are not murder.
- He or she is required to be registered as a sex offender.
- He or she has been convicted of a crime that may involve a sex offense, or a crime of neglect, cruelty, or endangerment. A "sex offense" is any offense that is, by its nature, sexual. Sexual assault, rape, lewd or lascivious acts, indecent child contact, solicitation, and other related offenses are examples of sexual offenses. "A crime of neglect, cruelty or endangerment" is a crime that involves the willful or unreasonable endangerment or abuse of individuals or animals. Kidnapping, abuse of a child, neglect or abandonment, and exploitation of an elderly person are examples of offenses related to neglect, cruelty or endangerment.
- There is a charge for either murder or a crime that may involve a sex offense, or a crime of neglect, cruelty, or endangerment without clearly indicating that the individual was not convicted of that charge.

state. Finally, the FBI's criminal history information may contain charges without specifying a case's final outcome, meaning Fieldprint cannot always tell the final outcome of a given charge.

As a result, Fieldprint uses a broad set of criteria to make its recommendations, and will return a Not Cleared recommendation if there is any indication that an individual may have been convicted of murder or required to be registered as a sex offender, even if it is not certain that they are ineligible. Fieldprint will return a Not Cleared recommendation if an individual's criminal history information includes *any* charges of murder, sex offenses or offenses related to abuse, neglect and endangerment that do not also clearly indicate that the individual was not convicted of that charge. See the box on the prior page for a complete description of the situations that would lead to an individual receiving a Not Cleared recommendation from Fieldprint. This is an excerpt from the Frequently Asked Questions (FAQs) available at fieldprintcncs.com. See the box on the next page for examples of individuals who would be eligible for work or service but may receive a Not Cleared recommendation.

B. What a Not Cleared Recommendation Means

A Not Cleared recommendation indicates that the selecting organization needs more information before it can make a final determination as to the fitness of an applicant. It does not mean that an applicant is ineligible for work or service. Selecting organizations must provide applicants with a reasonable opportunity to review and challenge the factual accuracy of a result before taking any adverse action on the basis of a Not Cleared recommendation (45 CFR 2540.205(d)).
Instructions for applicants on responding to Not Cleared recommendation are provided below.
Instructions for selecting organizations begin on pg. 23.

Not Cleared but Eligible: Three Examples

These are three examples of the many scenarios where an individual could receive a "Not Cleared" recommendation from Fieldprint but actually be eligible for work or service, illustrating the importance of providing them an opportunity to challenge the results.

Example 1: Lack of Disposition
Eden was charged with sexual assault, but eventually acquitted. The state did not update the FBI about this acquittal, so its records contain the sexual assault charge, but do not indicate how the case ended. Though not convicted, Eden would not be cleared. She could establish eligibility by providing court documents that show her acquittal.

Example 2: Jurisdiction Differences
Antti was convicted of indecent exposure, an offense that requires registration as a sex offender in some states but not in others. Though he was convicted in a state that did not require registration, as Fieldprint does not have the full context, Antti would not be cleared. He could establish eligibility by providing court documents that show his sentence did not include registration as a sex offender.

Example 3: Registration Limits
Claire was convicted of a crime that required her to be registered as a sex offender for 10 years. She was convicted 11 years ago and is no longer required to be registered. However, her criminal history information indicates only her conviction, not the sentence. Vonda would not be cleared. She could establish eligibility by providing documentation of the limit of her registration requirement.

To challenge a Not Cleared recommendation and establish your eligibility, take the following steps:

1. Contact your selecting organization as soon as possible but no later than 45 calendar days after the date of your Not Cleared recommendation to indicate that you would like to challenge the factual accuracy of the results.
2. Obtain a copy of your criminal history information from the FBI for your personal review. There are three ways to do this, outlined below. Costs and turnaround times will vary. Discuss the best option for your specific situation with your selecting organization, which may, if it chooses, pay for this additional check.
   a. You may request your criminal history information directly from the FBI through the U.S. Postal Service. This method costs $18, plus any fees charged by a local fingerprinting provider. Visit the FBI's Identity History Summary Checks page for more information, including current processing times.
   b. You may request your criminal history information directly from the FBI through a pilot program that combines both electronic and postal submission. This method costs $18, plus any fees charged by a local fingerprinting provider. As of this document's posting, average turnaround time is roughly two weeks from when the FBI receives your fingerprints. To use this method:
      i. Complete the FBI's payment form at https://www.pay.gov/public/form/start/69780159.
      ii. Print your confirmation of payment at the end of the process.
      iii. Obtain a set of your fingerprints. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. Your name and date of birth must be provided on the card. The FBI will accept FD-258 fingerprint cards on standard white paper stock. Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously, sometimes referred to as plain or flat impressions. If possible, have your fingerprints taken by a fingerprinting technician, which may be available at a law enforcement agency. Fingerprints taken with ink or via live scan are acceptable. To ensure the most legible prints possible, refer to the Recording Legible Fingerprints brochure. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.
      iv. Mail a copy of the completed form, a fingerprint card, and confirmation of payment of $18 U.S. dollars to:

         FBI CJIS Division

         ATTN: ELECTRONIC SUMMARY REQUEST

         1000 Custer Hollow Road

         Clarksburg, WV 26306

v. The FBI will return all results, both foreign and domestic, by First-Class Mail via the U.S. Postal Service.

c. You may use a Channeler (including, but not limited to, Fieldprint) to expedite the process. A number of Channelers are approved by the FBI to provide FBI checks for personal review, including Fieldprint. You may use Fieldprint or any other vendor that is convenient to you to complete this step, as it is outside the scope of CNCS's contract with Fieldprint. For a list of available vendors, visit https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers. The services offered by individual Channelers will vary. Prices are generally between $40 and $60 per check and turnaround times range from nearly instantly to a few business days from submission of fingerprints. Be sure to indicate to the Channeler that you are requesting this check for personal review.

3. When you have obtained your FBI criminal history record information, demonstrate to the selecting organization that you are, in fact, eligible. The steps you will need to take will vary based on the specific reason you have obtained a Not Cleared recommendation as follows:

a. If your FBI criminal history record information contains erroneous information, including offenses that have been expunged, you may demonstrate to the satisfaction of the selecting agency that the information was erroneous. This might require providing court documentation or further information from a law enforcement agency. To correct FBI criminal history record information, see www.fbi.gov/about-us/cjis/identity-history-summary-checks/challenge-of-an-identity-history-summary.

b. If your FBI criminal history record information contains a conviction for an offense that relates to sex offenses or a crime of neglect, cruelty, or endangerment that did not actually lead to a requirement to register as a sex offender, you must demonstrate to the satisfaction of the selecting organization that you are not required to register as a sex offender. Contact the selecting organization to discuss the situation. Selecting organizations may request any further information required to confirm this, including a copy of your information, court documents from the conviction, or further information from a law enforcement agency. Note that organizations may choose not to select an individual even though he or she is statutorily eligible to serve, based upon their own standards for selection.

c. If your FBI criminal history record information contains a charge for a potentially disqualifying offense without clearly indicating that you were not convicted, you must demonstrate to the satisfaction of the selecting organization the final outcome of the case. Contact the selecting organization to discuss the situation. Selecting organizations may request from you any further information required to confirm this, including a copy of your FBI information, court documents from the case, or further information from a law enforcement agency.

4. Whether an individual is fit to work or serve with a selecting organization is a matter of discretion for the selecting organization, even though an individual may otherwise be eligible. Selecting organizations have a right and a duty to exercise their discretion in a manner that promotes a safe and effective program, mindful of state and federal nondiscrimination laws.

For Selecting Organizations:

If an individual receives a Not Cleared recommendation and challenges those results, a selecting organization should take the following steps:

1. You must provide at least 45 calendar days for an individual to challenge the factual accuracy of the results.
2. If they decline to challenge the results, you may proceed with making your selection on the basis of the Not Cleared result and the results of your other screening mechanisms. You should not select someone who has received a Not Cleared recommendation for work or service unless they have satisfactorily challenged the results. If they do challenge the results, proceed to Step 3.
3. Work with applicants to discuss and document what may have caused them to receive a Not Cleared recommendation. The steps they will need to take will vary based on the specific reason they have obtained a Not Cleared recommendation, as described below. In most cases, they will need to obtain a new FBI check. You may choose to pay for this additional check (though you are not required to), and they are allowable grant costs. See the "For Applicants" section above for information on ways an applicant can obtain an FBI check, including their costs and turnaround times.
    a. Applicants whose FBI criminal history record information contains erroneous information, including offenses that have been expunged, must demonstrate to your satisfaction that the record is erroneous. This may require them to present you with additional information, such as court documents, or to contact the agency that provided the erroneous information to correct the record. Instructions are available on the FBI's website at www.fbi.gov/about-us/cjis/identity-history-summary-checks/challenge-of-an-identity-history-summary. If you intend to select an individual that has gone through this process, maintain dated copies of the Not Cleared recommendation, the evidence you used in making your selection, and a contemporaneously dated memo to the file documenting your determination of the individual's eligibility.
    b. Applicants whose FBI criminal history record information contains a conviction for an offense that relates to sex offenses or neglect, cruelty, or endangerment that did not actually lead to a requirement to register as a sex offender must demonstrate to your satisfaction that they are not required to register as a sex offender. You may request any additional information necessary to verify their eligibility. If the individual was not required to register, selection is at your discretion. You may choose to disqualify an individual for a conviction, even if it did not render them ineligible. However, the process by which you will determine the kinds of offenses that would render someone ineligible must be documented in your policies and procedures and followed consistently, in accordance with all relevant federal and state laws and regulations. If you choose to select an individual who has received a Not Cleared recommendation for this reason, maintain the Not Cleared recommendation in the individual's file and write a dated memo to the file describing why the individual is eligible, attaching all relevant documentation supporting your determination of the individual's eligibility.

c. Applicants whose FBI criminal history record information contains a charge for a potentially disqualifying offense that does not clearly indicate that the individual was not convicted must demonstrate to your satisfaction the final outcome of the case. You may request any additional information necessary to verify eligibility. If the individual was not convicted of murder and is not required to be registered as a sex offender, selection is at your discretion. If you choose to select an individual who has received a Not Cleared recommendation for this reason, maintain the Not Cleared recommendation in the individual's file and write a memo to the file describing why the individual is eligible, attaching all relevant documentation supporting your determination of the individual's eligibility.

4. Whether an individual is fit to work or serve with a selecting organization is a matter of discretion for the selecting organization, even though an individual may otherwise be eligible. Selecting organizations have a right and a duty to exercise their discretion in a manner that promotes a safe and effective program, mindful of state and federal nondiscrimination laws. Any eligibility determination must be dated contemporaneously with the determination and must be maintained as a grant record.

C. What Cleared Recommendations Mean

A Cleared recommendation means that an individual's FBI criminal history record information did not contain an indication that the individual may have been convicted of murder or be required to register as a sex offender. However, it does not necessarily mean an individual is eligible for work or service. No single source of criminal history record information is comprehensive. You must, at a minimum, conduct all required steps in the NSCHC process before determining that someone is eligible for work or service. Please note that individuals may begin work or service before this process is complete, provided that they do not have unaccompanied access to vulnerable populations prior to the clearance of either:

- A search of the official state criminal history information repository in the individual's state of residence and state of service OR
- A fingerprint-based FBI check.

View CNCS's eCourse on the NSCHC requirements for a full discussion of the NSCHC process. This eCourse is available on the NSCHC Knowledge Network under the "Online Introductory Course" heading.

Appendix A: The Impact of Channeling Services on Alternative Search Procedures and Exemptions

The start of services by Fieldprint allowed CNCS to make several changes to how it processes alternative search procedures (ASPs) and exemptions. These changes took effect on March 31, 2016. This section documents those changes for archival purposes. For up to date information on ASPs and exemptions, look for the Alternative Search Procedure and Exemption heading on the NSCHC Knowledge Network.

1. **What happened with the FBI Channeler Exemption that CNCS released on April 1, 2015?**

In March 2015, the FBI limited grantees' ability to obtain FBI Departmental Order (DO) checks using a Channeler, which disrupted the operations of a number of grantees. In response, on April 1, 2015, CNCS issued a temporary exemption ONLY for grantees that relied on an FBI Channeler to obtain FBI DO checks and could not continue to do so. This temporary exemption was set to expire on December 31, 2015.

CNCS extended this exemption until March 31, 2016, to allow grantees a smooth transition to Fieldprint's services. Grantees that relied on this exemption must now be prepared to obtain FBI checks, either using Fieldprint or by another means. CNCS **strongly** encouraged grantees to transition to Fieldprint well in advance of March 31, 2016, to avoid any unexpected challenges or disruption to their programs.

When this exemption expired on March 31, 2016, grantees became responsible for conducting all required components of the criminal history checks on individuals in covered positions who begin work or service after March 31, 2016. Failure to conduct all the required components will result in cost disallowance.

2. **Are grantees required to conduct FBI checks on individuals who did not receive an FBI check due to the April 1, 2015, Channeler exemption?**

No, though grantees are encouraged to do so for participants or staff that are expected to continue working or serving for any duration. The costs of such checks are allowable grant costs.

3. **My organization received an exemption from FBI checks from CNCS, based on the fact that we were unable to obtain these checks through the state repository. Is that exemption still valid?**

All exemptions that CNCS has provided are valid until the expiration date noted on the exemption itself, but they are not likely to be renewed or extended. Review the decision letter that you received to verify this expiration date. Once your exemption expires, you will be required to obtain an FBI check, either through Fieldprint or another means. CNCS **strongly** encourages grantees to transition to Fieldprint or start obtaining FBI checks from the state repository well in advance of the expiration date of their exemption to avoid any unexpected challenges or disruption to their programs. Once

your exemption expires, you will be responsible for conducting all required components of the criminal history check process on individuals in covered positions who begin work or service after the expiration date. Failure to conduct all the required components will result in cost disallowance.

4. **Will CNCS renew these exemptions in the future, or issue new exemptions based on denial from a state repository?**

Probably not. CNCS anticipates nearly all of its grantees will now be able to obtain an FBI check, either through Fieldprint or their state repository. Any new request would have to demonstrate that an organization cannot obtain an FBI check from either source.

5. **My organization has used an exemption from FBI checks in the past based on a denial from a state repository. We intend to use Fieldprint going forward. Are we required to conduct FBI checks on individuals who did not receive an FBI check at their start of work or service based on this exemption?**

No, though grantees are encouraged to do so for participants or staff that are expected to continue working or serving for any duration. The costs of such checks are allowable grant costs.

6. **Our organization has not budgeted for FBI checks, as we have utilized an exemption in the past. What are our options?**

There may be options for your program if you did not originally budget the costs for conducting FBI checks because you had an exemption from CNCS in the past. If you would like to discuss these options, please contact your CNCS Grants Officer.

7. **My organization has used a pre-approved ASP issued by CNCS to conduct FBI checks through the Departmental Orders process, based on a rejection letter from the state repository. May we continue to use this process?**

No, this pre-approved ASP was revoked on March 31, 2016. Based on the barriers programs faced in obtaining timely FBI checks, CNCS had authorized programs to use the FBI Departmental Order (DO) process instead. We permitted programs denied access to the FBI check through their state repository to obtain a DO from the FBI without obtaining written permission from CNCS in advance through our alternative search procedure (ASP) process. This is referred to as a "pre-approved" ASP. Current pre-approved ASPs are available to view on CNCS' Knowledge Network page on the criminal history check requirements.

This pre-approved ASP was revoked on March 31, 2016. If a grantee wishes to use the DO process after that date, it must submit an alternative search procedure request with a detailed explanation of why it needs to conduct the FBI check through the DO method, instead of through Fieldprint.

8. **My organization received approval to use the Departmental Orders process for FBI checks via an ASP. Can I continue to use this process?**

Separate from the blanket DO approval, certain grantees requested and received CNCS-approved ASPs to use the FBI DO process. Organizations that have received an ASP decision authorizing use of Departmental Orders (DO) may continue to use that process.

CNCS **strongly** encourages grantees to reassess whether they could obtain FBI checks using Fieldprint instead of relying on the DO process. Fieldprint will be able to process most FBI checks within five business days, whereas the DO process is presently taking 11-13 weeks. No CNCS approval is required for an organization with an ASP for DO checks to switch to using Fieldprint.