

Using Fieldprint as an FBI Channeler

A Guide for CNCS Grantees

Overview

In September 2015, the Corporation for National and Community Service (CNCS) executed a contract with Fieldprint, Inc., (“Fieldprint”) to provide grantees with FBI fingerprint-based checks (“FBI checks”). A limited number of contractors like Fieldprint, called Channelers, are approved by the FBI to expedite requests for checks from grantees through the FBI’s background check system. Service began in January 2016. The addition of Fieldprint’s services means that all grantees and subgrantees (collectively, “grantees”) will have a clear path to obtain timely FBI checks.

This document collects earlier guidance provided on the use of Fieldprint and provides additional instructions on using Fieldprint’s services. It describes:

- The services available from Fieldprint
- Who should use Fieldprint
- How to use Fieldprint
- How the beginning of Channeler services will affect alternative search procedures and exemptions at CNCS.

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, in appropriate circumstances, state checks in the individual’s state of residence and state of service. Failure to do so will result in cost disallowance. [Visit CNCS’s Knowledge Network page on the criminal history check requirements for more information.](#)

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A. Fieldprint Basics

1. Who may use Fieldprint as a Channeler?

Grantees may use Fieldprint to obtain FBI checks if the grantee cannot successfully receive this service from state repositories. This would include grantees that are operating in states that do 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. Will using Fieldprint require an Alternative Search Procedure or 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 organization's Data Universal Numbering System (DUNS) number to confirm that it is an active grantee or subgrantee of CNCS. For more information, see this document's step-by-step instructions on establishing an account, on pg. 7.

3. 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 on pg. 7. 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.

4. 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 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.

5. 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 may also establish an invoicing system with Fieldprint.

6. 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. The grantee will receive a notification both when the applicant schedules an appointment and when results are received. Both the grantee and the applicant can review adjudications as soon as they are received via their online accounts. The process is slightly different for the small share of individuals that do not live within a reasonable distance of one of Fieldprint’s local service providers. (See Question #7 below.)

This document contains step-by-step instructions on how to check your applicants through the system and how to get checked yourself, beginning on pgs. 11 and 13, respectively. Fieldprint’s helpdesk is also available to support all users in this process.

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

In these uncommon 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 #6 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 that begin on pg. 13, particularly Step 9, for more information.

8. How much will one FBI check cost?

When conducted through one of Fieldprint’s local service providers (the process described in Question #6 above), each check will cost \$30.25, inclusive of all taxes and fees. When fingerprints are collected by a site that is not one of Fieldprint’s local service providers (the uncommon situation discussed in Question #7, above), the fingerprinting agency may charge a small additional fee for its services. This would be the case only when an applicant does not live near one of Fieldprint’s local

service providers. See the step-by-step instructions that begin on pg. 7 for more information.

9. 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 does 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 Fieldprint’s [Frequently Asked Questions](#) for more information on how to interpret these results.

NOTE:

- A “Cleared” recommendation does not provide any other information about an individual’s FBI Criminal Record History Report, including the presence or absence of any other crimes. Individuals with convictions for crimes other than murder, sex offenses or offenses that involve neglect, cruelty or endangerment (for example, fraud, DUI, larceny, or petty theft) will receive “Cleared” recommendations.
- An FBI check alone is never enough to be compliant with the criminal history check requirements. Grantees must conduct the other required components of the criminal history check 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.

10. What should I do if I want to know more about my applicant than just a “cleared” or “not cleared” determination?

Grantees may supplement the checks required by the criminal history check regulations to obtain whatever additional information the grantee may need to screen applicants. For example, grantees may supplement the required checks with a check conducted by 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 still 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 though the alternative search procedure process. See the section of this document on alternative search procedures and exemptions, which begins on pg. 18, for more information.

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

CNCS expects that the vast majority of checks conducted electronically will take no more than five business days from the date the fingerprints are captured. (See Question #7 for more information on

checks when an individual does not live within a reasonable distance of an electronic fingerprinting site.)

12. Will applicants have a challenge the factual accuracy of a result?

Yes, applicants must have 30 calendar days to challenge the factual accuracy of a result. See Fieldprint's [Frequently Asked Questions](#) for information on how to complete this process.

B. 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. 3 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

CNCS Program
Grantee
 Service Organization
 123 Street Road
 Townsville, ST 12345

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

ED: 123456789
 DUNS: 123456789

Award Information

Agreement: 15ABCDE123 Project Period: 9/1/2015 – 8/31/2018
 Amendment: Budget Period: 9/1/2015 – 8/31/2018
 CFDA: 99.999

Award Description
 This award funds the approved program

B If this award is to assist the grantee in carrying out a national service program as authorized by 5 U.S.C. 5304 (a) (2) (B) of the National and Community Service Act of 1990, (as amended by the Serve America Act).

Fundin Your Agreement Number is a 10-character combination of letters and numbers.

	This Year		
Total Obligated by CNCS	\$ X	\$ X	\$ X
Grantee'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. Mauris sed ductor 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 _____

I. Ron. Programs, Executive Director
 Name and Title

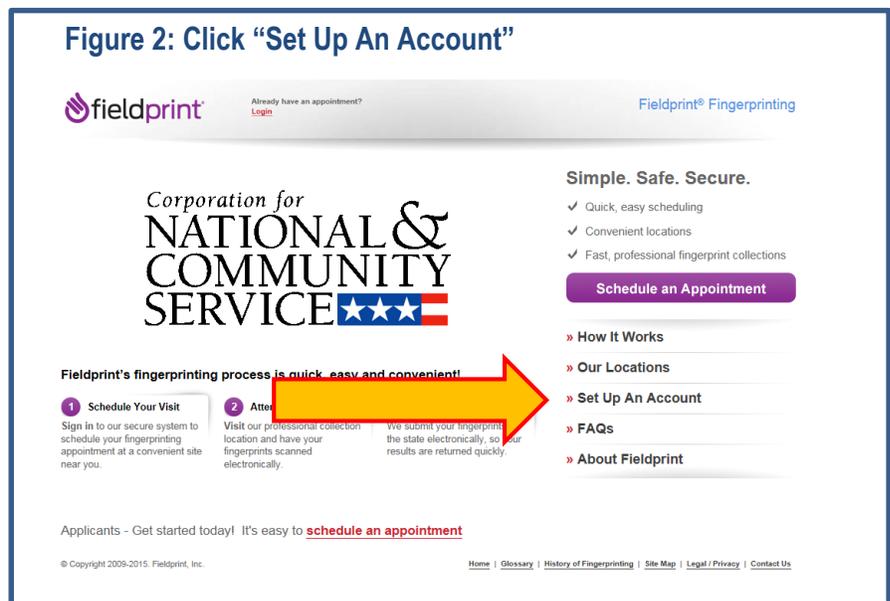
This is an example of a CNCS Notice of Grant Award. It contains key information about your award, including your DUNS number (A), your Agreement Number (B), and your Performance Period End Date (C). If you are a direct grantee of CNCS, use this to find key information necessary to sign up to use Fieldprint. 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:
 - You can pay for the checks directly using a Mastercard, American Express, Discover, or Visa credit card.
 - You can have applicants pay for the checks when they schedule an appointment and reimburse them at a later date.
 - You can setup an invoicing system, if you expect to conduct more than 100 checks annually.
- 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.



- a. **Your DUNS number:** As described in the box on pg. 7, 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. 7 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.

C. 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. 7) for more information.
- b. The portion of this document called "Step-by-Step: How to Receive an FBI Check through Fieldprint," beginning on pg. 13.
- 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. 7) for more information.

2. Ask the individual to follow the steps in "How to Receive an FBI Check through Fieldprint," the next section in this document, which begins on pg. 13. 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 you're 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

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.

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individual begins work or service on a CNCS-funded grant. For more information on initiation, see [CNCS's FAQs on criminal history checks](#).

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 cost disallowance.
 - b. **If the individual did not clear the check**, save the results and view Fieldprint's [Frequently Asked Questions](#) for more information. **This does not necessarily mean that you should reject this applicant.** 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 three years from the date of the check.

Need Help?

Review Fieldprint's [Frequently Asked Questions](#). All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

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D. 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.

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

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

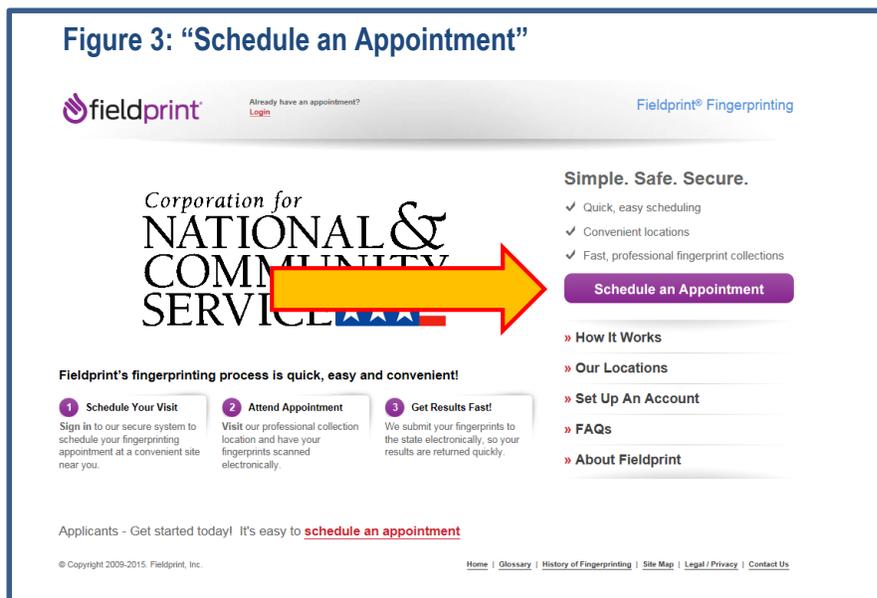
sure to either memorize it or save it in a safe place. If you forget this password, Fieldprint will use the security questions to help you access your account. A security question should be something that you will easily remember and only you know. Some common examples include “What was the name of your 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?

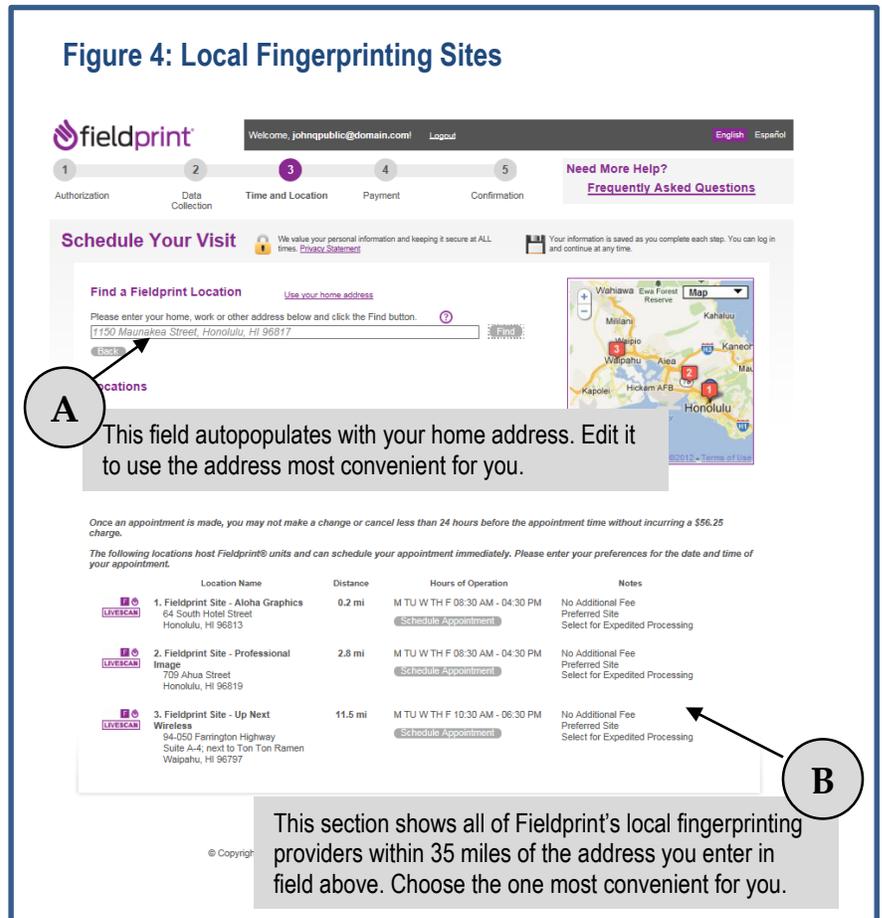
Review Fieldprint’s [Frequently Asked Questions](#). All additional questions should be directed to Fieldprint at 877-614-4364 or customerservice@fieldprint.com.

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:

- **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.

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.

Figure 5: No Providers within 35 Miles

The screenshot shows the Fieldprint website interface. At the top, there is a navigation bar with the Fieldprint logo, a welcome message, and links for 'Logout' and 'English'. Below this is a progress indicator with three steps: 'Data Collection', 'Time and Location', and 'Confirmation'. A 'Need More Help?' section provides a phone number (877-614-4364) and an 'Email Us' link.

The main content area is titled 'Schedule Your Visit'. It includes a 'Find a Location' section with a search bar containing 'New Hampton, Iowa' and a 'Find' button. Below the search bar is a 'Locations' table. The table has columns for 'Location Name', 'Distance', 'Hours of Service', and 'Services'. The first three locations are marked with a 'Livescan' icon and a 'Schedule Appointment' button. The remaining seven locations are marked with an 'Availability' button. A callout box points to the first three locations, stating: 'Fieldprint's fingerprint providers will appear like this, with a Livescan icon and a "Schedule Appointment" button. Note that these locations are farther than 35 miles from the address used.' Another callout box points to the remaining seven locations, stating: 'Other sites will look like this. The options presented will vary based on that sites' availability and procedures. These locations are not part of Fieldprint's provider network, but can still take fingerprints using print cards. Note that they are closer for this particular individual. Additional fees may apply.'

Location Name	Distance	Hours of Service	Services
1. Fieldprint Site - Rapids Reproductions 6201 Chancellor Drive Cedar Falls, IA 50613	40.5 mi	M TU W TH AM - 04:30 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
2. Fieldprint Site - Minuteman Press 1316 7th Street NW Northgate Center Rochester, MN 55901	67.8 mi	M TU W F 08:30 AM - 05:00 PM TH 09:00 AM - 05:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
3. Fieldprint Site - LAXPrint 146 Rose Street (corner of Rose Street and Monitor Street) La Crosse, WI 54603	75.6 mi	M TU W TH F 09:30 AM - 04:30 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
4. Chickasaw County Sheriffs Office * 116 North Chestnut New Hampton, IA 50659	0.1 mi	M TU W TH F 08:00 AM - 04:00 PM	\$5.00 - Site Fee Accepts Residents Only
5. Floyd County Sheriffs Office * 101 South Main Street Suite 501 Charles City, IA 50616	18.4 mi	TU TH 08:30 AM - 04:00 PM	\$5.00 - Site Fee Accepts Residents Only
6. Howard County Sheriffs Office * 124 South Park Place Cresco, IA 52136	24 mi	M TU W TH F 08:00 AM - 04:00 PM	Accepts Residents Only
7. Bremer County Sheriffs Office * 111 4th Street Northeast Bremer-Waverly Law Center Waverly, IA 50677	24.2 mi		Request Appointment
8. Fayette County Sheriffs Office * 220 North Industrial Parkway West Union, IA 52175	26.7 mi	M TU W TH AM - 04:00 PM	Availability
9. Mitchell County Sheriffs Office * 211 South 6th Street Osage, IA 50461	29.4 mi	M TU W TH F 08:00 AM - 04:00 PM	Request Appointment
10. Winneshiek County Sheriffs Office * 400 Calborne Drive Decorah, IA 52101	31.8 mi		Request Appointment

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.** 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 without indicating how that case has ended, you will receive a "Not Cleared" recommendation, even though the charges may have been dropped. **Review the FAQs thoroughly and contact your selecting organization immediately. You have 30 days to take action if you want to demonstrate your eligibility.** Save the recommendation for your records.

E. The Impact of Channeling Services on Alternative Search Procedures and Exemptions

1. What will happen 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 has extended this exemption until March 31, 2016, to allow grantees a smooth transition to Fieldprint's services. Grantees that rely on this exemption must be prepared to obtain FBI checks by this date, either using Fieldprint or by another means. CNCS **strongly** encourages 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 expires on March 31, 2016, grantees are 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 well in advance 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?**

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 and is available to view on CNCS’ Knowledge Network page on the criminal history check requirements.

This pre-approved ASP will be 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.