



APPLICANT USER GUIDE

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EMPOWERED BY  VERTICAL SCREEN

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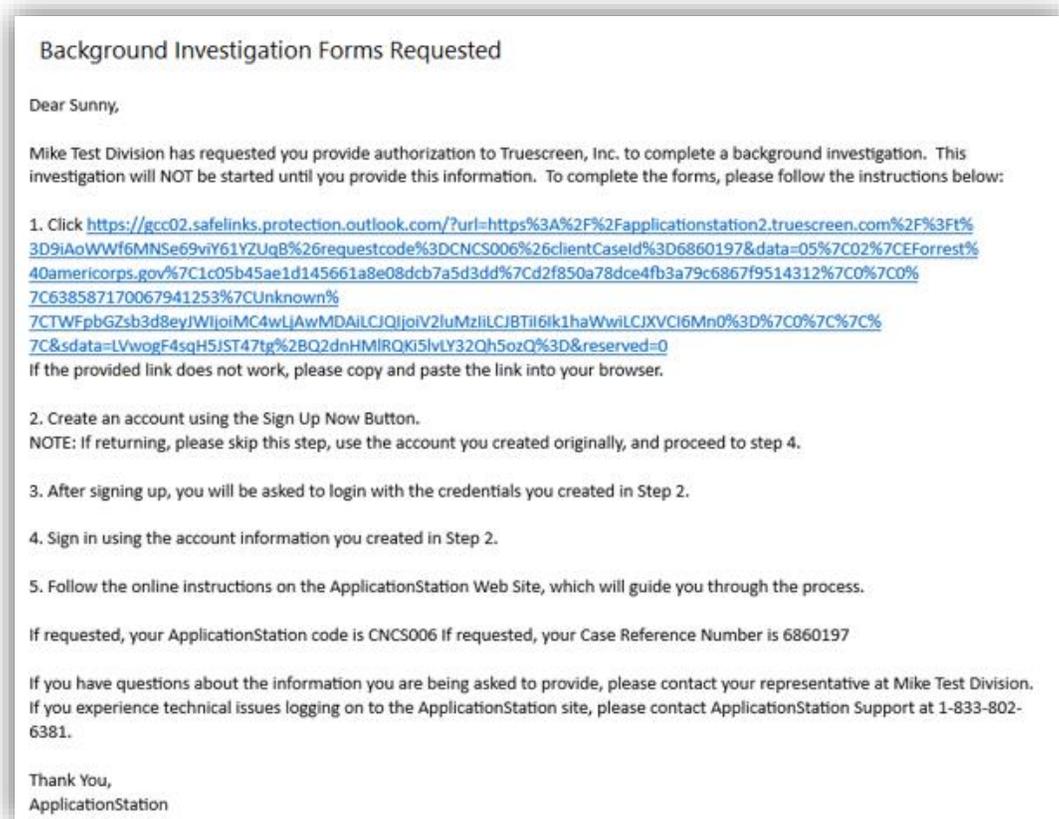
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STEP 1: LOGGING IN OR SIGNING UP

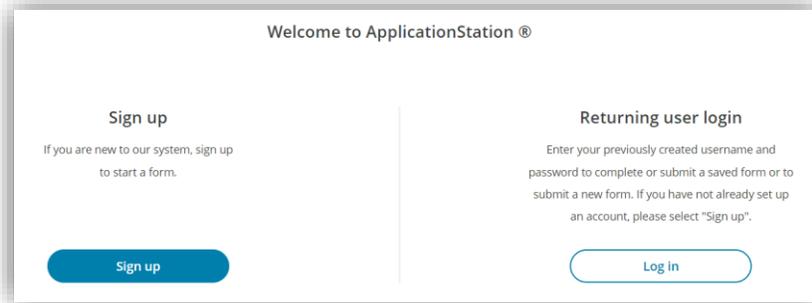
You will receive an email from applicationstation@truescreen.com with instructions to complete your check order in Truescreen's ApplicationStation website.

Note: this email includes your ApplicationStation Code and Case Reference Number, which you will need to complete the order.

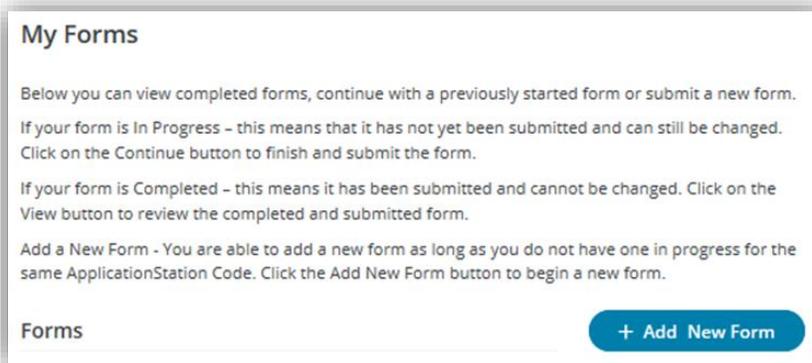


Click the link in the email, or navigate to <https://applicationstation.truescreen.com>.

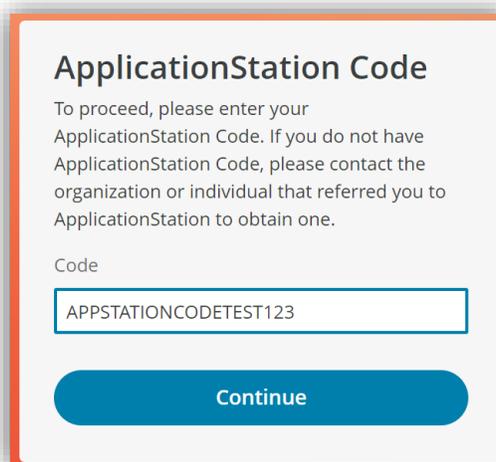
Existing users can simply **Log In**. New users will have to create a new user account by clicking **Sign Up**. Follow the steps within the intuitive Sign Up wizard that follows, culminating in a secure ApplicationStation account used to complete the application.



Users with existing accounts will need to select **+ add New Form** to begin a new application.



Enter the **ApplicationStation Code** provided in your invitation email.



STEP 2: COMPLETING THE APPLICATION

Personal Information: Enter in basic **Personal Information** in the first step of the application.

The screenshot shows the 'Personal Information' section of the ApplicationStation application. The left sidebar contains a 'Sections' menu with 'Personal Information' selected. The main content area is titled 'Personal Information' and includes the instruction 'Please provide the following information.' The form fields are as follows:

- Legal First Name*: Stanley
- Legal Middle Name: (empty)
- Legal Last Name*: Smith
- Legal Suffix: Select One (dropdown)
- Country*: United States
- Address 1*: 251 Veterans Way
- Address 2: e.g. Apt. 1
- City / Town*: Langley Falls
- State*: Virginia (dropdown)
- Zip Code*: 22101
- Resided Since*: 1 - January (dropdown), 1923 (dropdown)
- U.S. SSN*: 111-21-1234
- Date of Birth*: 1 - January (dropdown), 1 (dropdown), 1930 (dropdown)
- Phone*: United States +1 (dropdown), 123-456-7890 (text), Work (dropdown), ext. (text)
- Secondary Phone: Select Country (dropdown), Enter Phone Number (text)
- Email*: ssmith@america.com

A 'Save & Continue' button is located at the bottom right of the form.

Additional Information: Select your position from the list of choices: program staff, AmeriCorps member, or AmeriCorps Seniors volunteer.

The screenshot shows the 'Additional Information' section of the ApplicationStation application. The left sidebar contains a 'Sections' menu with 'Additional Information' selected. The main content area is titled 'Additional Information' and includes the instruction 'Are you: (Select One)*'. The form fields are as follows:

- Are you: (Select One)*
 - Staff or applicant for staff position
 - AmeriCorps member or applicant for AmeriCorps position
 - AmeriCorps Seniors volunteer or applicant for AmeriCorps Seniors position

Convictions: Answer honestly regarding specific questions to past criminal history.

Sections

- ✓ Personal Information
- ✓ Additional Information
- Convictions**
- Disclosure
- States Disclosures
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights
- Name Verification Docum...

Attach Documents

Review Summary

Submit Forms

Confirmation

Convictions

Per (42 USC 12645g(c)), an individual shall be ineligible to work or serve in a covered position if the individual (a) Refuses to consent to a criminal history check described in §2540.203 of this chapter; (b) Makes a false statement in connection with a criminal history check described in §2540.203 of this chapter; (c) Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or (d) Has been convicted of murder, as defined in 18 U.S.C. 1111.

The definition of murder in 18 U.S.C. 1111 is as follows: "Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, aggravated sexual abuse or sexual abuse, child abuse, burglary, or robbery; or perpetrated as part of a pattern or practice of assault or torture against a child or children; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree."

Note that national service programs may have criminal history eligibility requirements above and beyond those identified above.

1. Have you ever, under your name or another name, been convicted of, murder, as defined under 18 U.S.C. 1111?*

Yes No

2. Are you, under your name or another name, registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry?*

Yes No

← Back Save & Continue →

If **Yes** is selected for either question, you will need to enter additional details regarding the conviction. You will not be able to proceed without adding conviction information.

Sections

- ✓ Personal Information
- ✓ Additional Information
- Convictions**
- Disclosure
- States Disclosures
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights
- Name Verification Docum...

Attach Documents

Review Summary

Submit Forms

Confirmation

Add Conviction

Please provide details about your conviction.

Country*

State*

County*

City / Town*

Charge*

Charge Type*

Name of Court*

Charge Date*

Case Number*

Sentence*

Details*

Are you currently on probation or parole for this charge? Yes No

Please provide the name under which you were arrested or convicted.

Check this box to use your current name.

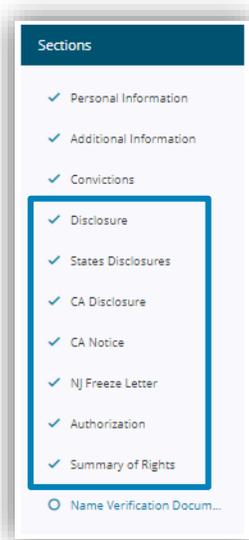
First Name Used*

Middle Name Used

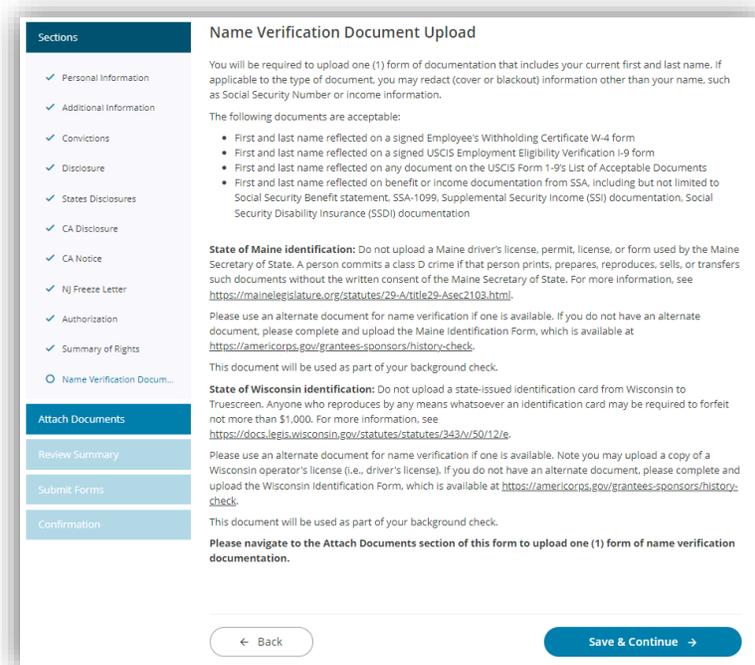
Last Name Used*

Cancel Add

Disclosures & Authorizations: Various **Disclosures and Authorizations** will be required to complete the application. Fill out each disclosure or authorization as needed for the background screen to proceed.



Name Verification Document Upload: This page explains instructions for the next step of the process where you will attach a copy of documentation that includes your current first and last name. If you have questions about what document to upload, please contact your selecting organization. **Please note special instructions for certain ID documents issued by the states of Maine or Wisconsin.**



Attach Documents: Next you will need to attach a Name Verification Document explained in the previous step. Upload the required name verification document by following the prompts in the wizard and clicking **+ Add Document**.

Attach Documents

Please review the following instructions and attach the documents listed below. You may also attach any additional documents you'd like to provide.

Please note, you must attach copy of your "Name Verification Document" to continue. Please reference the Name Verification Document Upload section to see the list of acceptable documents for this requirement.

Attachments **+ Add Document**

I acknowledge that I've uploaded a clear and legible Name Verification Document. *

Add Document

The following file types are supported: BMP, DOC, DOCX, GIF, JPG, JPEG, MSG, PDF, PNG, PPT, PPTX, RTF, TIF, TIFF, TXT, XLS, XLSX.
The maximum file size is 15 MB.

Document Type*

Description*

File*

Drag file here or [browse](#)

Review Summary: Last, you will have a page to review a summary of all information entered thus far. All information can be reviewed prior to submission.

Sections

- ✓ Personal Information
- ✓ Additional Information
- ✓ Convictions
- ✓ Disclosure
- ✓ States Disclosures
- ✓ CA Disclosure
- ✓ CA Notice
- ✓ NJ Freeze Letter
- ✓ Authorization
- ✓ Summary of Rights
- ✓ Name Verification Docum...

Attach Documents

Review Summary

Submit Forms

Confirmation

Review Summary

Now is the time to review your work for accuracy and completeness. To change any of the information you have entered, click the "Edit" button.
When you are satisfied with the information entered, you can click the "Continue" button to move to the next screen.

Personal Information [Edit](#)

Legal First Name	Stanley
Legal Last Name	Smith
Country	United States
Address 1	251 Veterans Way
City / Town	Langley Falls
State	Virginia
Zip Code	22101
Resided Since	Jan, 1923
U.S. SSN	XXX-XX-1234
Date of Birth	01/01/XXXX
Phone	United States +1-123-456-7890, Work
Email	ssmith@america.com

Additional Information [Edit](#)

Are you: (Select one)

Staff or applicant for staff position

Other Yes

Convictions [Edit](#)

Per (42 USC 12645g(c)), an individual shall be ineligible to work or serve in a covered position if the individual (a) Refuses to consent to a criminal history check described in §2540.203 of this chapter; (b) Makes a false statement in connection with a criminal history check described in §2540.203 of this chapter; (c) Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or (d) Has been convicted of murder, as defined in 18 U.S.C. 1111. The definition of murder in 18 U.S.C. 1111 is as follows: "Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, aggravated sexual abuse or sexual abuse, child abuse, burglary, or robbery; or perpetrated as part of a pattern or practice of assault or torture against a child or children; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree." Note that national service programs may have criminal history eligibility requirements above and beyond those identified above. 1. Have you ever, under your name or another name, been convicted of, murder, as defined under 18 U.S.C. 1111?

No

2. Are you, under your name or another name, registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry?

No

[← Back](#) [Continue →](#)

Submit Forms: You will have a final chance to go back and review the information provided. You can navigate to any step of the application using the menu on the left. Once everything is confirmed, click **Submit Forms**.

The screenshot shows a web interface for the 'Submit Forms' step. On the left is a vertical sidebar menu with the following items: 'Sections' (highlighted), 'Personal Information', 'Additional Information', 'Convictions', 'Disclosure', 'States Disclosures', 'CA Disclosure', 'CA Notice', 'NJ Freeze Letter', 'Authorization', 'Summary of Rights', and 'Name Verification Docum...'. Below these are 'Attach Documents', 'Review Summary', 'Submit Forms' (highlighted), and 'Confirmation'. The main content area is titled 'Submit Forms' and contains the following text: 'You have the option to go back and review the information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the side panel.'; 'If you are satisfied with the information that you have supplied, please read and acknowledge the following: I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided.'; and 'By clicking "Submit Forms", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Data Collection process.' At the bottom of the main area are two buttons: a light blue button with a left arrow and the text 'Back', and a dark blue button with the text 'Submit Forms' and a right arrow.

Confirmation: You will receive confirmation that forms have been submitted.

If your selecting organization used Truescreen to order your FBI fingerprinting check, the confirmation page will display information about next steps to schedule a fingerprinting appointment through Fieldprint. Fieldprint provides the fingerprinting services for the FBI check. **It is important to take note of the steps listed on this page, including saving your personal Fieldprint Code.** For fingerprinting instructions, please follow the instructions in Step 3 of this guide.

Confirmation

To schedule your FBI check fingerprint appointment through Fieldprint, please follow the instructions below:

It is important to schedule and attend your fingerprint appointment as soon as possible to prevent delays to onboarding.

1. Click the following link [Fieldprint Scheduling](#) (*Or go directly to Fieldprint's scheduling site if your selecting organization started your Truescreen application with a centralized email address, described below.)
***If your selecting Organization started this application for you using a centralized email address, do not click the link in step 1 above. A personal email address is required to schedule fingerprinting. Your selecting organization may assist you to create an email account if you do not have one. Once you have a personal email address, please go directly to <https://schedule.fieldprint.com/> and create a Fieldprint account ("Sign Up") with your email address, described in step 2 below. Then, you will be prompted for the Personal Fieldprint Code found in step 3 below. Be sure to write down or save this code now.**
2. If prompted, login using your Truescreen ApplicationStation credentials, or create a Fieldprint account using the "Sign Up" button. Or, if you are returning to the site to reschedule or finish scheduling, select "Sign In."
3. Enter the Fieldprint Code: ACORP4703b2b4
 - Important: Write down your Personal Fieldprint Code now. If you do not schedule your fingerprint appointment at this time, you will need that code when you are ready to complete scheduling. You can always return here, to your ApplicationStation account, to review this page and retrieve your Personal Fieldprint Code and link to the Fieldprint scheduling site.
4. Locate a collection facility near you and schedule your fingerprint appointment
5. Follow the online instructions on the Fieldprint website, which will guide you through the process.
6. Once you have successfully scheduled, please print and review the appointment confirmation page carefully to ensure you bring the proper identification to your appointment.

Please contact the Fieldprint Customer Service team at 877-614-4364 or CustomerService@Fieldprint.com if you have any questions or problems scheduling. If you have general questions about the AmeriCorps FBI check, contact your selecting organization.

- [Data Collection Form](#)
- [Authorization](#)
- [Other Notices \(State Disclosures, CA Notice, Summary of Rights, NJ Freeze\)](#)

If you do not wish to view the printable copies, you can close your browser now. If you wish to view these documents at a later time, you can log back in using your username, password and ApplicationStation code.

If you would like to take a quick survey, please click [here](#).

STEP 3: (IF APPLICABLE) FINGERPRINTING INSTRUCTIONS

(If your selecting organization did not use Truescreen to order your FBI check, proceed to Step 4 of this guide.)

If your selecting organization used Truescreen to order your FBI check, you will need to schedule your fingerprinting appointments with Fieldprint. First, you may need to register with the Fieldprint website. If you are a returning user, you can simply **Log In**. (If you used a personal email address through ApplicationStation for your application, you can **Log In** here with your ApplicationStation username and password.) If you are using the website for the first time, you may have to create a new user account. Please click **Sign Up**.

The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo. At the top right are links for "English" and "Contact Us". The main heading is "Welcome to Fieldprint®". Below this, there are two columns. The left column is titled "Sign Up" and includes the text "To schedule your fingerprinting appointment – sign up." and a purple "Sign Up" button. The right column is titled "Returning User Login" and includes the text "To check your appointment status, view and print your receipt or re-schedule your appointment - log in." and "If you have not already set up an account, please select sign up." with a purple "Log In" button. Below these columns is a "Coronavirus Notice" section with a warning icon, explaining that users should reschedule if they have symptoms like fever, cough, or difficulty breathing, and providing a link to the CDC website. At the bottom of the notice, it states that users should wear a face mask. Below the notice is a disclaimer: "This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties." At the very bottom, there is a footer with links for "Terms & Conditions", "Fieldprint Privacy Policy", "Biometric Disclosure", "FBI Privacy Act Statement", and "FBI Noncriminal Justice Applicants Privacy Rights", along with the copyright notice "© Copyright 2009-2021. Fieldprint, Inc."

Read over the E-SIGN Act Disclosure and Consent (“Consent Agreement”) and click **I Agree**.

The screenshot shows a web page titled "E-SIGN Act Disclosure and Consent ('Consent Agreement')". At the top left is the Fieldprint logo, and at the top right are links for "English" and "Contact Us". The main content is a legal disclosure with five numbered sections: 1. Intent to Use Electronic Signatures, 2. Consent to Electronic Disclosures & Notices, 3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures, 4. You Must Keep Your Contact Information Current, and 5. Hardware and Software You Will Need. At the bottom, there are two buttons: "I do not agree" and "I Agree". Below the buttons are links for "Terms & Conditions eConsent", "Fieldprint Privacy Policy Biometric Disclosure", "FBI Privacy Act Statement", and "FBI Noncriminal Justice Applicants Privacy Rights". A copyright notice at the bottom right reads "© Copyright 2009-2021, Fieldprint, Inc."

The next page will prompt you to create your account. You will need to enter your e-mail address, first name, and last name, and set your password. Passwords must be between 8-128 characters long, must contain one number, one capital letter, one lower case letter, and one special character. Passwords are case-sensitive. The password rules are provided on the Sign Up page for reference.

Note: If you do not have an email address, either you will need to create one for the purpose of signing on to Fieldprint, or you may use a family member’s email address. If using a family member’s email, be sure you can access the email account or your family member can relay information to you when the sign-on confirmation email is sent.

A unique email address is needed to sign on to Fieldprint. However, when scheduling your appointment, you may enter your selecting organization’s email address as the primary contact method; see p. 17. You should discuss this with your selecting organization.

You will also be prompted to enter three security questions and their answers. This will be used to verify your identity in the event that you forget the password in the future. The questions must be from the preset list and you cannot provide the same question or answer twice.

- ❖ Be sure to remember your username, password, and security question answers!

Enter all required fields and click **Continue** to move forward.

The screenshot shows the 'Create Account' page on the Fieldprint website. The page has a header with the Fieldprint logo, 'English', and 'Contact Us' links. The main heading is 'Create Account' with a sub-heading 'Please fill in the following fields to create an account.' The form contains the following fields:

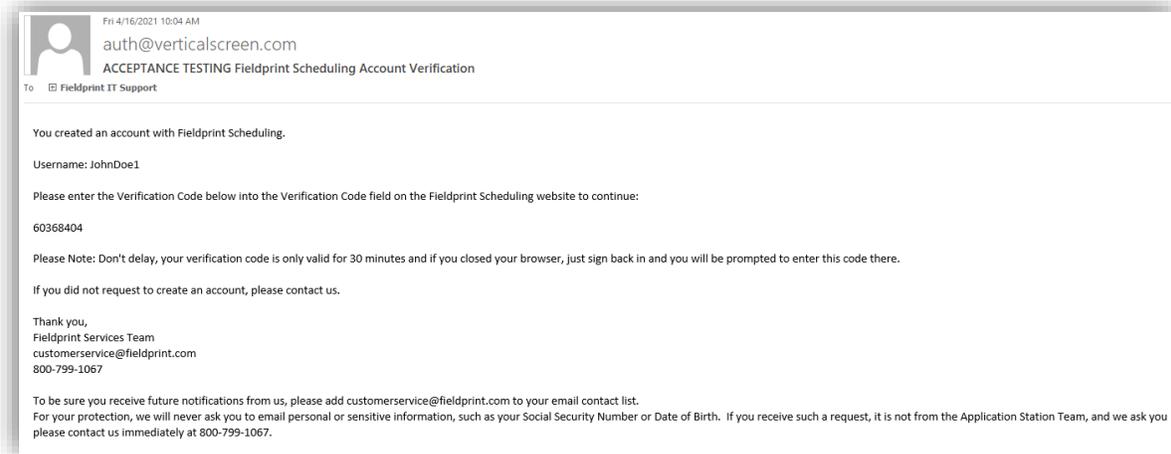
- E-mail * (text input: John.Doe@test.com)
- Username * (text input: JohnDoe)
- Password * (password input: with a 'show' link and four validation rules: 1. Must contain at least 1 digit. 2. Must be between 8 to 128 characters. 3. Must contain at least 1 lower case letter and at least 1 upper case letter. 4. Must contain at least 1 special character (!"#\$%&'()*+,-./:;<=>?@[^_`{|}~).
- Confirm Password * (password input: with a 'show' link)
- First Name * (text input: John)
- Last Name * (text input: Doe)
- Mobile Phone Number (empty text input)

Below the password fields is the 'Security Questions' section with the instruction: 'Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.' It contains three questions:

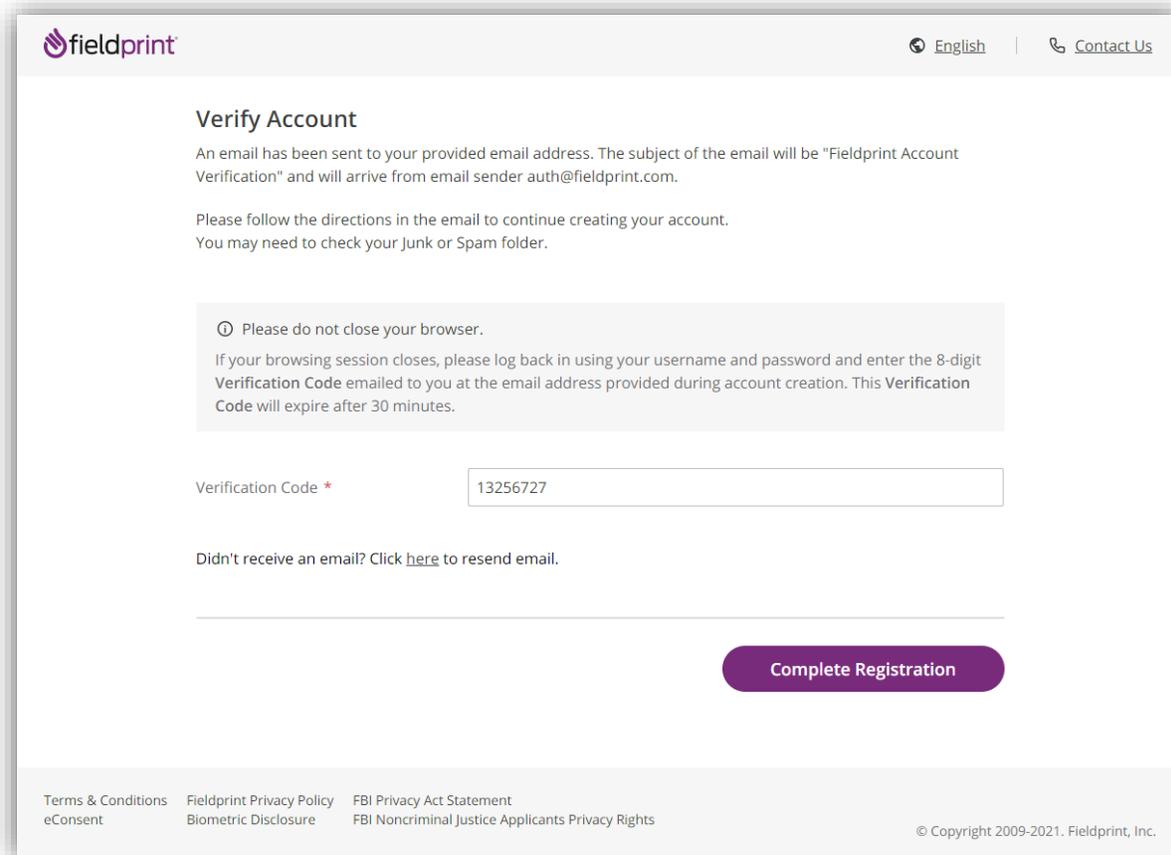
- Security Question 1 * (dropdown: What was your childhood nickname?) with Answer 1 * (text input:)
- Security Question 2 * (dropdown: What is your oldest cousin's first and last name?) with Answer 2 * (text input:
- Security Question 3 * (dropdown: In what city does your nearest sibling live?) with Answer 3 * (text input:

At the bottom of the form are two buttons: 'Back' and 'Continue'.

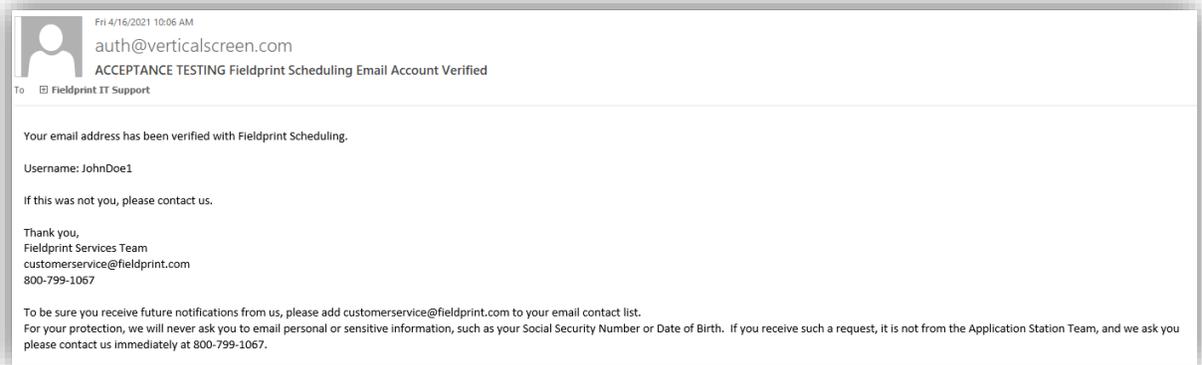
An email will be sent to your provided email address. Check your email for the verification code and enter it on the next page. Do not close your browser. The code will expire after 30 minutes. See below for an example of the email you will receive.



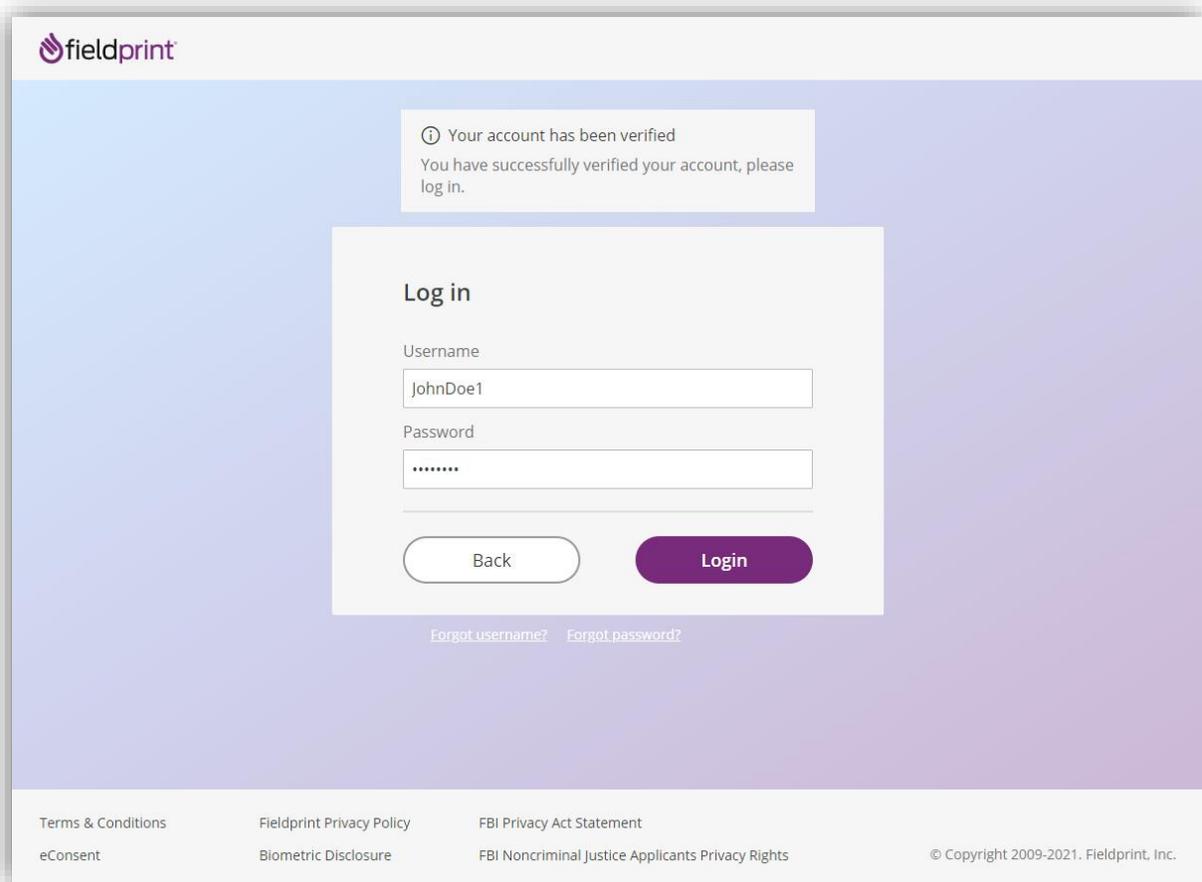
Enter the code from the email and click **Complete Registration** to move forward.



You will also receive an email confirming that your email address has been verified.

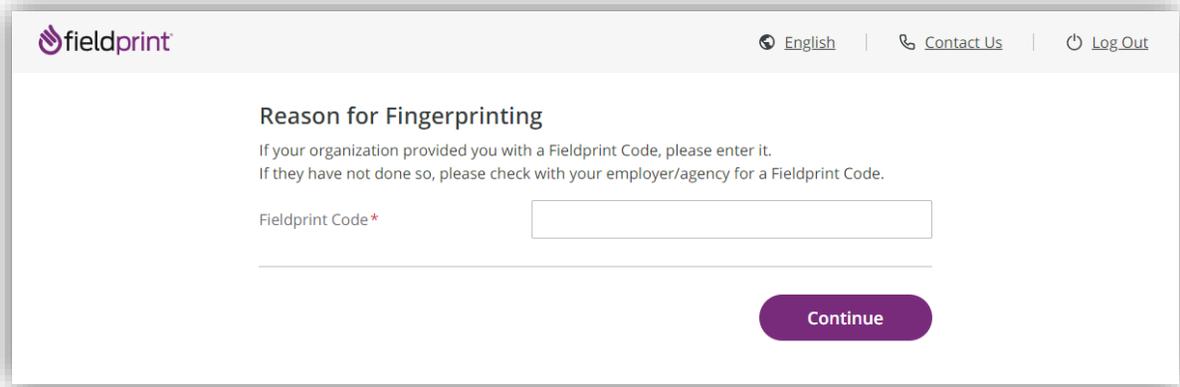


Once your account has been verified, you will be able to log in to the Fieldprint scheduling site using your credentials.



Scheduling your Fingerprinting Appointment

After signing in you will be prompted to enter in your Fieldprint Code. This code is provided on the Confirmation page in your ApplicationStation account, described at the end of Step 2 above. Enter in the **Fieldprint Code** and click **Continue**. If you do not have your Fieldprint Code, return to your ApplicationStation account at <https://applicationstation.truescreen.com> to retrieve it from the Confirmation page.



The screenshot shows a web form titled "Reason for Fingerprinting" from the Fieldprint application. The form includes the Fieldprint logo in the top left, and links for "English", "Contact Us", and "Log Out" in the top right. The main heading is "Reason for Fingerprinting". Below this, there are two lines of instructional text: "If your organization provided you with a Fieldprint Code, please enter it." and "If they have not done so, please check with your employer/agency for a Fieldprint Code." A text input field is labeled "Fieldprint Code*" and is currently empty. Below the input field is a horizontal line, and at the bottom right of the form is a purple "Continue" button.

On the next page, you will begin the Data Collection process. Enter in all required Personal information. At your appointment you will need two forms of valid, unexpired ID that matches the information entered here. There is a link to the Acceptable Forms of ID on this page.

Be sure to enter your current, legal first and last name as reflected on your ID documents.

If accessing email is difficult for you, you may select Phone as your preferred contact method. Or, you may enter your selecting organization's email address as the primary contact method. This will allow them to receive notices about your appointment on your behalf. You should discuss this with your selecting organization before entering their email address.

Once all information is entered correctly, click **Continue**.

Data Collection

- Personal Information
- Demographics

Authorization

- Biometric Disclosure
- Privacy Act Notice
- CNCS Release
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Personal Information

Please enter your personal information below.

Notice

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

[Acceptable Forms of ID](#)

Required Fields

First Name*

Middle Name

Last Name*

Suffix

Other Names

Are there any other names you are known by or have used (including maiden name, if applicable)?*

Yes No

Social Security Number*

Address Line 1*

Address Line 2 (Suite/Apt/etc.)

City*

Country*

State*

Zip Code*

Date of Birth*

Phone*

Alternate Phone

Email*

Preferred Contact Method* Email Phone

Appointment Reminder* Email No

Enter in your demographic information. Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies. Once all required fields are filled out, click [Continue](#).

Data Collection

- ✓ Personal Information
- Demographics**

Authorization

- Biometric Disclosure
- Privacy Act Notice
- CNCS Release
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Demographics

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

Notice
Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

*** — Required Fields**

Citizenship*

Place of Birth*

City of Birth*

Gender*

Height* ft in

Weight* lb

Eye Color*

Hair Color*

Race*

Read through the Biometric Disclosure authorization page. Click **I agree** and enter your full name to consent, and click **Continue** to move forward.

fieldprint English | Contact Us | Log Out

Data Collection

- ✓ Personal Information
- ✓ Demographics
- ✓ Employer
- ✓ Photo Tips

Authorization

- Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Biometric Disclosure

State Required Biometric Information Disclosure and Authorization

Please be advised that your fingerprints will be collected, stored, and used in connection with your contract and/or employment with organization requesting your fingerprints ("ORGANIZATION"). Such collection, storage, and use of your fingerprints may occur at any time after the company receives your written authorization, including during the hiring process, as well as during the course of your contract and/or employment with ORGANIZATION or for volunteering/licensing, as the case may be, where permitted by law ("Stated Purposes").

Your fingerprints are being collected and used in order to obtain Criminal History Record Information (CHRI) from state governments and/or agencies in connection with your contract and/or employment or volunteering with ORGANIZATION, or for licensing, as the case may be.

Your fingerprints and any information obtained using your fingerprints will be retained and stored by Fieldprint, Inc., and will be permanently destroyed minimally after three (3) years of your last interaction with Fieldprint, Inc. In some instances, we may retain your fingerprints for less than three (3) years or indefinitely, based on the requirements of our clients, which may be regulatory or otherwise. For the exact retention period for your particular purpose, please contact us at (888) 472-8918. You may view Fieldprint, Inc.'s Privacy Policy, on the retention and destruction of biometric information <https://www.fieldprint.com/privacy-policy/>.

Authorization to Obtain and Disclose Biometric Information

By signing below, I hereby authorize Fieldprint, Inc. to collect, store, and use my fingerprints, and further authorize Fieldprint, Inc. to disclose and use my fingerprints to obtain criminal background information in connection with my Stated Purposes.

By signing below, I further authorize Fieldprint, Inc. to share my fingerprint information, criminal results, and any other information obtained using my fingerprints with ORGANIZATION for the Stated Purposes.

By signing below, I acknowledge and agree that this authorization to obtain and disclose/share my biometric information, criminal results, and any other information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or licensing, as may be applicable, with ORGANIZATION, where permitted by law.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I agree *

Your Full Name * 

Today's date

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

Terms & Conditions | Fieldprint Privacy Policy | FBI Privacy Act Statement | FBI Noncriminal Justice Applicants Privacy Rights | eConsent | Biometric Disclosure

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Read through the CNCS (AmeriCorps) Release. This includes notices specific to working or serving in an AmeriCorps position. Click the checkbox stating that you acknowledge that you have read, understand, and agree to the above and click **Continue**.

Data Collection

- Personal Information
- Demographics

Authorization

- Biometric Disclosure
- Privacy Act Notice
- CNCS Release**
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

CNCS Release

*** — Required Fields**

Individuals in covered positions (45 CFR 2540.201) - positions that are national service positions or a position where part of the salary is funded under a CNCS grant - are required to have a National Service Criminal History Check, which may include an FBI fingerprint check. This check through Fieldprint is available only to those working or serving in a covered position.

I certify that all information I have provided in relation to this criminal history record check is true and accurate.

I authorize Fieldprint, Inc., to collect and submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to obtain criminal history record information about me.

I authorize Fieldprint, Inc., to access federal criminal history record information that pertains to me and disseminate that information to the Corporation for National and Community Service (CNCS).

I authorize Fieldprint, Inc., to recommend an adjudication, based solely on the criteria set by CNCS, to CNCS and the organization to which I have applied to determine eligibility for work or service pursuant to 42 U.S.C. 12645g.

I authorize the FBI to disclose any information it maintains to CNCS during the processing of this criminal history record check and for as long hereafter as may be relevant to the activity for which this criminal history record check is being conducted.

I understand that I will have a reasonable opportunity to challenge the factual accuracy of the information on which a result is based before a final determination is made by the organization requesting this criminal history check as to whether I am eligible to work or serve.

I also understand that the organization requesting this criminal history check may determine that I am ineligible to work or serve in a program funded by CNCS based on the results of this check.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I agree*

Your Full Legal Name Mike Test

Today's date

Read through the FBI Noncriminal Justice Applicant's Privacy Rights. Click the checkbox stating that you acknowledge that you have read, understand, and agree to the above and click **Continue**.

Data Collection

Personal Information

Demographics

Authorization

Biometric Disclosure

Privacy Act Notice

CNCS Release

FBI Noncriminal Justice Applicant's Privacy Rights

FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

FBI Noncriminal Justice Applicant's Privacy Rights

* — Required Fields

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ⁽¹⁾ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ⁽²⁾
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- **If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>**
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. ⁽³⁾
- You have the right to report any breaches of personal identifying information (PII) directly to the FBI should you believe your information has been mishandled or compromised at <https://www.edo.cjis.gov>

⁽¹⁾ Written notification includes electronic notification, but excludes oral notification.

⁽²⁾ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁽³⁾ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito. ⁽¹⁾ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigaran, compartiran, o retendran sus huellas digitales e información relacionada. ⁽²⁾
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyo la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petition por medio de <https://www.edo.cjis.gov>. El FBI luego enviara su petición a la agencia que contribuyo la información cuestionada, y solicitara que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hara cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usaran para los propósitos autorizados y que no los retendran o diseminaran en violación a los estatutos, normas u ordenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council. ⁽³⁾
- Tiene derecho a informar cualquier violación de la información de identificación personal (PII) directamente al FBI si cree que su información ha sido mal manejada o comprometida en: <https://www.edo.cjis.gov>.

⁽¹⁾ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

⁽²⁾ <https://www.fbi.gov/services/cjis/compact-council-privacy-act-statement>

⁽³⁾ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement. *

Read through the FBI Privacy Statement and Privacy Notice. Click the checkbox stating that you acknowledge that you have read, understand, and agree to the above and click **Continue**.

Data Collection

- Personal Information
- Demographics

Authorization

- Biometric Disclosure
- Privacy Act Notice
- CNCS Release
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

FBI Privacy Statement and Privacy Notice

* — Required Fields

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaracion de la Ley de Privacidad

Esta declaracion de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisicion, preservacion, e intercambio de huellas digitales e informacion relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, ordenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e informacion relevante es voluntario; sin embargo, la falta de hacerlo podria afectar la terminacion o aprobacion de su solicitud.

Proposito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrian depender de las investigaciones de antecedentes basados en huellas digitales. Se les podria proveer sus huellas digitales e informacion relevante/biometrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el proposito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depositos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podria retener sus huellas digitales e informacion relevante/biometrica en el NGI despues de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrian continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e informacion relevante/biometrica permanezcan en el NGI, se podria divulgar su informacion de acuerdo a su consentimiento, y se podria divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables segun puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgacion a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad publica.

A partir de 30/03/2018

2

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement. *

On the next page, you will search for a location where you can schedule your appointment. Enter in an address near where you would like to have your appointment and click **Find**.

fieldprint English | Contact Us | Log Out

Data Collection

- ✓ Personal Information
- ✓ Demographics

Authorization

- ✓ Biometric Disclosure
- ✓ Privacy Act Notice
- ✓ CNCS Release
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Fieldprint Location

Please enter your home, work or other address below to find the nearest suitable Fieldprint location.

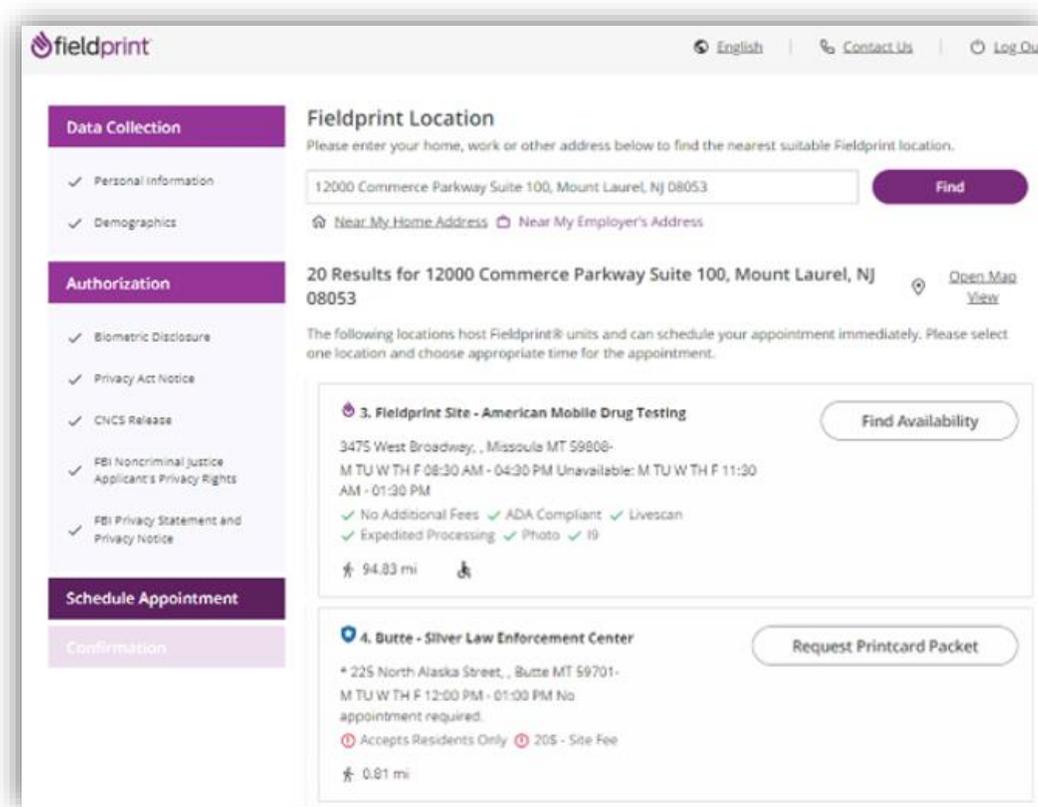
12000 Commerce Parkway Suite 100, Mount Laurel, NJ 08053 **Find**

Near My Home Address Near My Employer's Address

Back

Results will appear for Livescan (electronic printing) locations near you with appointment availability. Please note that if a Fieldprint Livescan site is not located within 35 miles of the location you entered, you will be offered the option to request mailed print cards and complete ink fingerprinting from a public, non-Livescan location. Please see the **Truescreen AmeriCorps Applicant FAQs** document on <https://americorps.gov/grantees-sponsors/history-check> for more details on mailed print cards. If there are no Livescan sites near you, you should contact your selecting organization for assistance before using the mailed print card option.

- Livescan locations are indicated with a purple Fieldprint logo  and have the option **Find Availability**. Find a location you prefer and click **Find Availability**.
- Public sites where you can be printed with ink fingerprinting using Fieldprint’s mailed print cards are indicated with a blue shield logo  and have the option **Request Printcard Packet**. Public site details such as availability and additional fees may be listed, *if available*. You or your selecting organization should contact a public site to confirm ink fingerprinting services using Fieldprint’s mailed cards is available. Clicking **Request Printcard Packet** will take you to the **Appointment Confirmation** page, described below.



For Livescan sites, clicking **Find Availability** will take you to the scheduling page. Clicking **Open Map View** will show the available sites on an overhead map.

fieldprint English | Contact Us | Log Out

Data Collection

- ✓ Personal Information
- ✓ Demographics
- ✓ Employer
- ✓ Photo Tips

Authorization

- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Fieldprint Location

Please enter your home, work or other address below to find the nearest suitable Fieldprint location.

12001 Commerce Parkway Suite 100, Mount Laurel, NJ 08053 **Find**

[Near My Home Address](#) [Near My Employer's Address](#)

20 Results for 12000 Commerce Parkway Suite 100, Mount Laurel, NJ 08053 [Close Map View](#)

The following locations host Fieldprint® units and can schedule your appointment immediately. Please select one location and choose appropriate time for the appointment.

Map **Satellite**

1. Fieldprint Site - Fieldprint **Find Availability**

12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-
 M TU W TH F 09:30 AM - 02:30 PM
 ✓ No Additional Fees ✓ Livescan ✓ Expedited Processing
 ✓ Photo ✓ I9 ✓ CA
 0.01 mi

Once you have selected a location, you will select the date and time for when you would like your appointment. Enter in your requested timeslot and click **Schedule Appointment**.

fieldprint English | Contact Us | Log Out

Data Collection

- ✓ Personal Information
- ✓ Demographics
- ✓ Employer
- ✓ Photo Tips

Authorization

- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

Fieldprint Location
[Back to 20 Results](#)

Schedule Appointment

Fieldprint Site - Fieldprint, 12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-
M TU W TH F 09:30 AM - 02:30 PM
0.01 mi

Notice
Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Available Date: April 20 2021

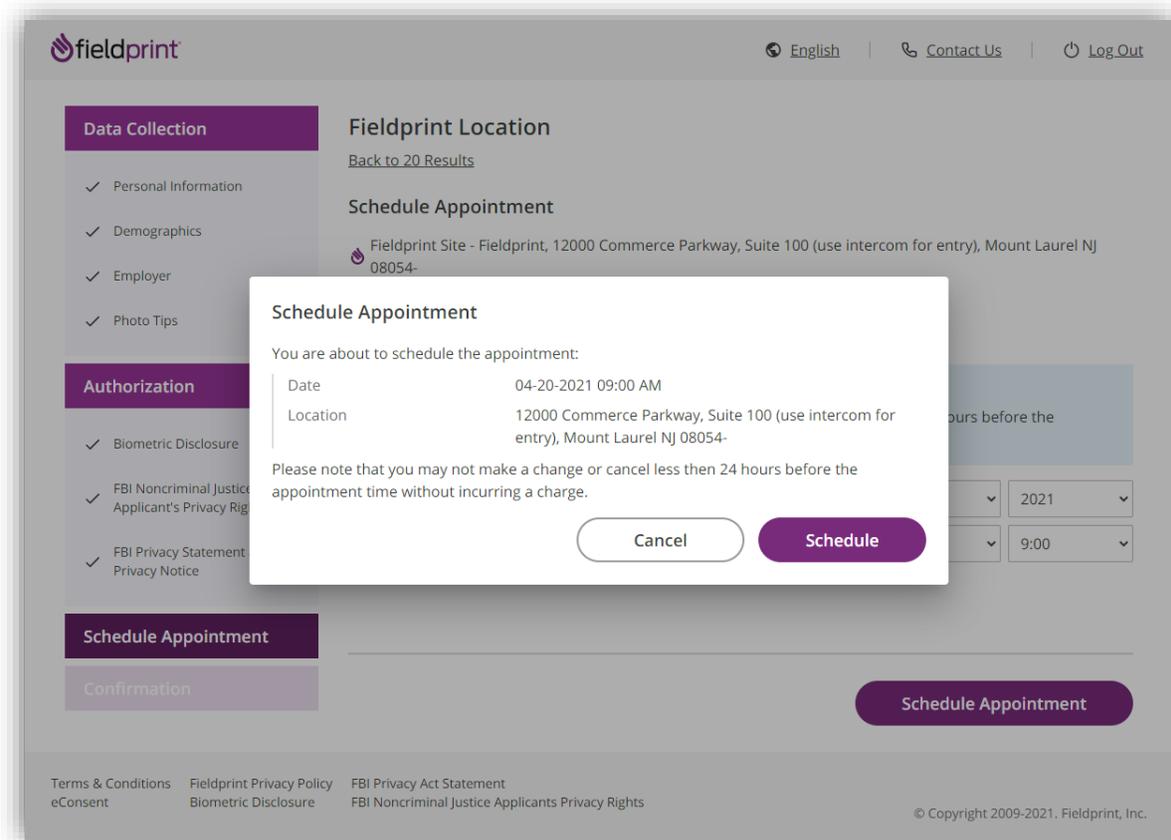
Available Time Slot *: Morning (before 12 PM) 9:00

Schedule Appointment

Terms & Conditions eConsent | Fieldprint Privacy Policy Biometric Disclosure | FBI Privacy Act Statement | FBI Noncriminal Justice Applicants Privacy Rights

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A pop-up will appear with a summary of the date and location selected for your appointment. Ensure the information is correct and click **Schedule** to finalize your appointment.



Appointment Confirmation

After scheduling your appointment, you will receive a confirmation screen. The confirmation page will show your appointment number, location, date and time. There is important information noted on the confirmation page, displaying identification required for the appointment. **Be sure to bring the appropriate identification to your appointment.**

The screenshot shows the Fieldprint website's appointment confirmation page. The page is titled "Confirmation" and displays the following information:

- Data Collection:** Personal Information, Demographics, Employer, Photo Tips.
- Authorization:** Biometric Disclosure, FBI Noncriminal Justice Applicant's Privacy Rights, FBI Privacy Statement and Privacy Notice.
- Schedule Appointment:** (Link to schedule a new appointment)
- Confirmation:** The appointment #5972396 for Doe Doe is scheduled successfully.

Doe Doe Appointment Details (#5972396)

- [Print Confirmation](#) | [Get Directions](#)
- Date and Time:** (Not specified)
- Location:** Fieldprint Site - Fieldprint, 12000 Commerce Parkway, Suite 100 (use intercom for entry), Mount Laurel NJ 08054-

A map shows the location of the Fieldprint site. A photo of a white Fieldprint van is also displayed.

Your registration information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint@ at 877-614-4361.

Coronavirus Notice

As a precautionary measure in light of the Coronavirus pandemic, please reschedule your appointment if you are experiencing any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea or nausea or vomiting. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19 at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In light of COVID-19, please wear a protective face mask to your fingerprinting appointment, for the protection of yourself as well as others.

What to Bring to Your Appointment?

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming identification for your appointment, You must present two forms of identification (one must be government issued and contain a photo). All documents must be unexpired.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly. Original Documents are required. Photocopies will not be accepted.

Reschedule or Cancel Doe Doe Appointment (#5972396):

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponded button below or call .

If you decide to reschedule your appointment in the future, please return to acceptance2.fieldprint.com, log in as an existing user, and click on the Reschedule button to make a new appointment.

[Cancel Appointment](#) | [Reschedule](#)

[Download Release](#)

[Log Out](#)

Terms & Conditions | Fieldprint Privacy Policy | FBI Privacy Act Statement | eConsent | Biometric Disclosure | FBI Noncriminal Justice Applicants Privacy Rights

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You will also receive an email from Fieldprint Customer Service confirming your appointment.

From: Fieldprint Customer Service <customerservice@fieldprint.com>
Sent: Monday, April 5, 2021 10:10 PM
To: John Doe <jdoe@email.com>
Subject: Fieldprint Appointment Information - John Doe



Greetings John Doe:

Your appointment has been scheduled for:

Appointment Date/Time: 04/20/2021 @ 9:00 AM
Appointment #: **5972396**

Appointment location:
Fieldprint
12000 Commerce Parkway
Suite 100 (use intercom for entry)
Mount Laurel, NJ 08054

Coronavirus Notice: as a precautionary measure in light of the Coronavirus pandemic, please reschedule your appointment if you are experiencing any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea or nausea or vomiting. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19 at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In light of COVID-19, please wear a protective face mask to your appointment, for the protection of yourself as well as others.

Please be mindful of the following important items:

- **For purposes of confirming identification for your appointment, you must present two forms of identification (one must be government issued and contain a photo).** All Documents must be unexpired.
- If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. **The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.**
- Original Documents are required. Photocopies will not be accepted.
- **Please be sure to attend at your specific appointment date and time.**

IDENTIFICATION REQUIRED FOR FINGERPRINTING

Primary ID

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Work Visa w/ photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License
- Global Entry Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card

Secondary ID

- Birth Certificate
- Social Security Card
- Marriage Certificate
- Foreign Passport
- Certificate of Citizenship
- Certificate of Naturalization
- Permanent Resident Card (I-551)
- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport / Passport Card
- Military identification Card
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Transportation Worker ID Credential (TWIC Card)
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Bank Statement/Paycheck Stub
- Draft Record
- Native American tribal document
- DOD Common Access Card
- Foreign Driver's License
- Work Visa w/ photo
- US Dept of Veteran Affairs Card
- Global Entry Card
- I-766 Employment Authorization Card

You will not be required to bring any paperwork or forms to the technician other than your two

valid forms of identification. Prior to arriving for your appointment, please remove all jewelry (rings and bracelets) from your hands and wrists. Please be advised that Fieldprint is not responsible for your personal belongings. You will not be required to make any payment for your appointment at the collection site.

A digital photograph will be collected at the time of your appointment. Please note:

- Please do not wear anything on your face or head.
- Prescription glasses are acceptable, unless they are polarized.
- Religious items do not need to be removed.
- The digital photograph must be a clear, centered photograph of your head and shoulders.

To reschedule your appointment, you must return to our website. Once signed in as an existing user, click on the red Reschedule link. Clicking there will allow you to choose a new appointment date and time. Please do not contact the location directly; the collection site does not have the ability to reschedule or cancel your appointment. Please be advised that the website will prompt you to pay the reschedule fee at this time if you missed your appointment or are making a change within 24 hours to the scheduled appointment.

Please print this appointment confirmation and bring it with you to your appointment. If you are unable to print this information, please be sure to provide your Appointment Number to the technician at the time of your appointment.

To complete the process, please call our Fieldprint Post-Collection Survey line at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site. Please feel free to call us at any time if you have any questions or difficulty at the collection site.

Please also note that you may not make a change or cancel your appointment less than 24 hours before the appointment time without incurring a charge.

Thank you for your cooperation.

Fieldprint Services Team

customerservice@fieldprint.com

800-799-1067

STEP 4: RESEARCH BEGINS

Once all application steps are completed, Truescreen will begin research on the background screening report. For additional information on the progress of the case, log back in to [ApplicationStation](#) to review application status or reach out to the Applicant Service team at applicantsservices@truescreen.com or 1-800-260-1680.

For assistance related to your fingerprinting appointment, contact Fieldprint at customerservice@fieldprint.com or 800-799-1067.

If your criminal history check results in information that may impact your eligibility to work or serve on an AmeriCorps program (called an “adverse” or “not cleared” result), your selecting organization must give you the opportunity to review and challenge the factual accuracy of the check result before they exclude you from the position. In most cases, Truescreen will mail you a letter informing you of your adverse check result with instructions to challenge the result. Review the **Truescreen AmeriCorps Applicant FAQs** document or contact your selecting organization for guidance.

FREQUENTLY ASKED QUESTIONS (FAQs)

Please see the **Truescreen AmeriCorps Applicant FAQs** document, found on AmeriCorps criminal history check webpage, <https://americorps.gov/grantees-sponsors/history-check>.