fieldprint®

GEORGIA GAPS: Fieldprint Scheduling
## USER GUIDE

Fieldprint maintains a specific website to support Georgia's Applicant Processing System. This site will not only allow applicants to register online and schedule a fingerprint appointment, but also guide entities through the necessary steps to sign up to become a requesting agency.
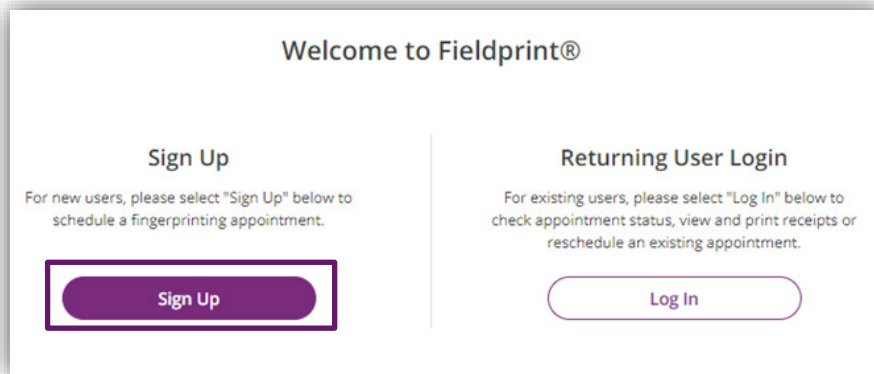
Getting Started

To begin scheduling go to https://www.fieldprintgeorgia.com, also viewable in Spanish by clicking the language dropdown. This site will provide valuable information about the fingerprinting process, helpful FAQs, and contact information. To get started, click **Schedule Appointment** under the **For Individuals** page.
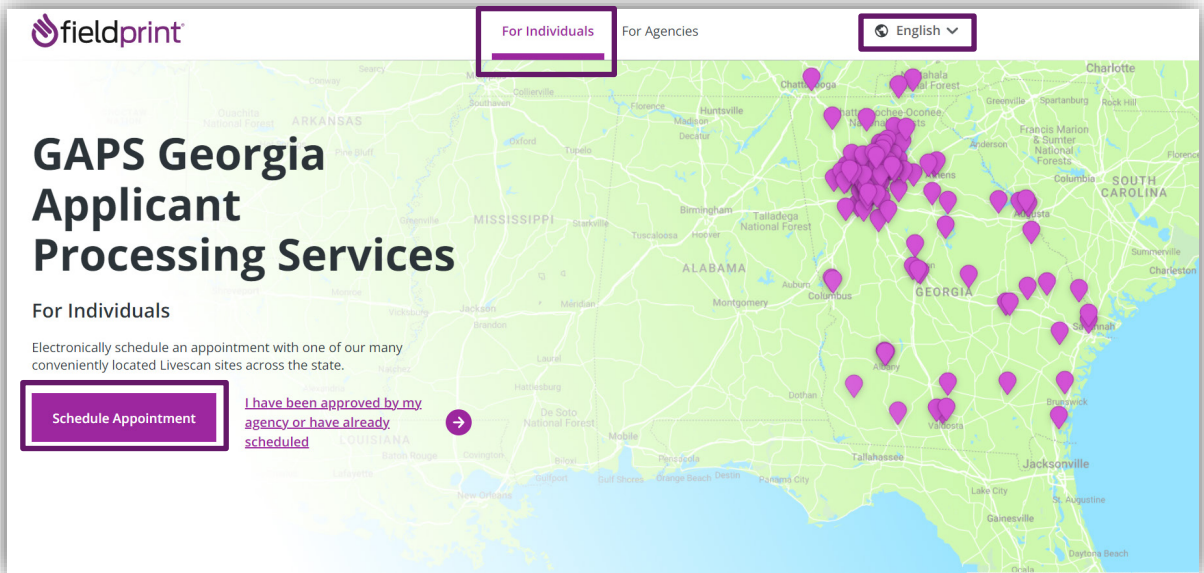
Creating a User Profile

New users need to create a new user account by clicking **Sign Up**. The Sign Up wizard will walk you through the steps to set up an account, culminating in a verified account that will be used to schedule fingerprints. Returning users can simply **Log In**.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   1

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

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   2

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.

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.

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

---

fieldprint®   🌐 English | 📞 Contact Us

Create Account

Please fill in the following fields to create an account.

E-mail *	John.Doe@test.com
Username *	JohnDoe
Password *	•••••••• show

✓ Must contain at least 1 digit.
✓ Must be between 8 to 128 characters.
✓ Must contain at least 1 lower case letter and at least 1 upper case letter
✓ Must contain at least 1 special character (! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [ ] ^ _ ` { | } ~).

Confirm Password *	•••••••• show
First Name *	John
Last Name *	Doe
Mobile Phone Number	

Security Questions

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.

Security Question 1 *	What was your childhood nickname?
Answer 1 *	•••• show
Security Question 2 *	What is your oldest cousin's first and last name?
Answer 2 *	•••••••• show
Security Question 3 *	In what city does your nearest sibling live?
Answer 3 *	•••••••• show

[Back]   [Continue]

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

© Copyright 2009-2021. Fieldprint, Inc.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   3

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 that will be sent.

Fri 4/16/2021 10:04 AM
auth@verticalscreen.com
ACCEPTANCE TESTING Fieldprint Scheduling Account Verification

To ⊞ Fieldprint IT Support

You created an account with Fieldprint Scheduling.

Username: JohnDoe1

Please enter the Verification Code below into the Verification Code field on the Fieldprint Scheduling website to continue:

60368404

Please Note: Don't delay, your verification code is only valid for 30 minutes and if you closed your browser, just sign back in and you will be prompted to enter this code there.

If you did not request to create an account, please contact us.

Thank you,
Fieldprint Services Team
customerservice@fieldprint.com
800-799-1067

To be sure you receive future notifications from us, please add customerservice@fieldprint.com to your email contact list.
For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Application Station Team, and we ask you please contact us immediately at 800-799-1067.

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

fieldprint   🌐 English | 📞 Contact Us

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

Verification Code *   13256727

Didn't receive an email? Click here to resend email.

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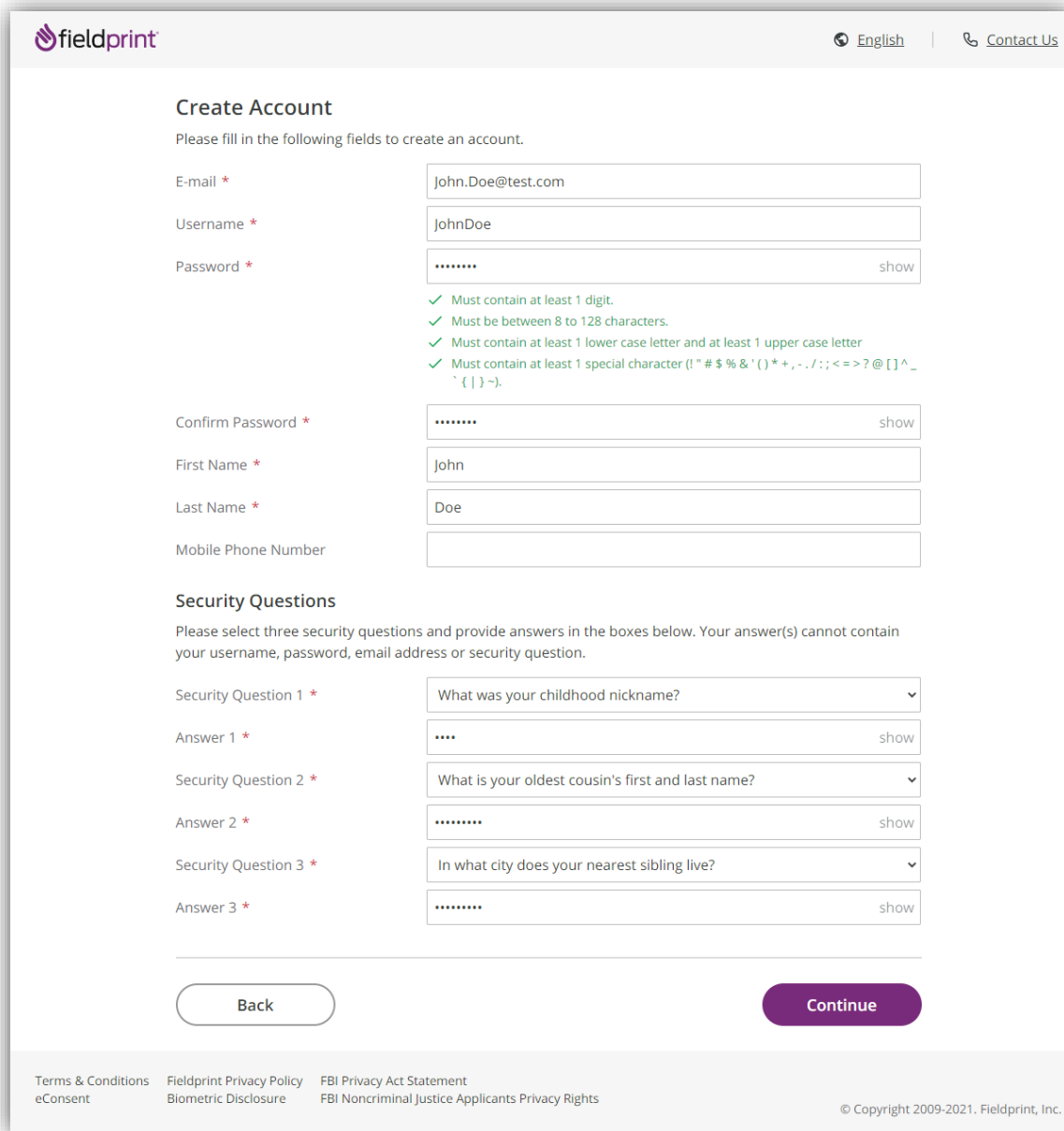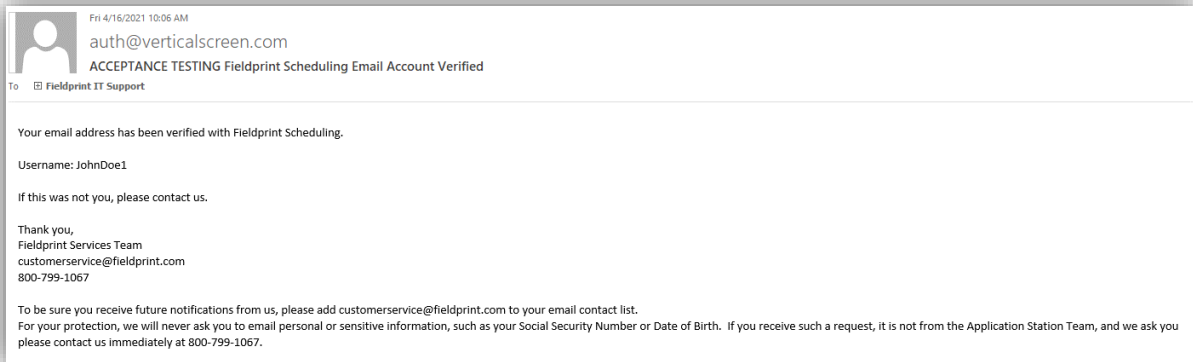
Terms & Conditions   Fieldprint Privacy Policy   FBI Privacy Act Statement
eConsent   Biometric Disclosure   FBI Noncriminal Justice Applicants Privacy Rights

© Copyright 2009-2021. Fieldprint, Inc.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   4

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

Fri 4/16/2021 10:06 AM
auth@verticalscreen.com
ACCEPTANCE TESTING Fieldprint Scheduling Email Account Verified
To ⊞ Fieldprint IT Support

Your email address has been verified with Fieldprint Scheduling.

Username: JohnDoe1

If this was not you, please contact us.

Thank you,
Fieldprint Services Team
customerservice@fieldprint.com
800-799-1067

To be sure you receive future notifications from us, please add customerservice@fieldprint.com to your email contact list.
For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Application Station Team, and we ask you please contact us immediately at 800-799-1067.

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

Please note: You may retrieve your username or password should you forget them by using the "Forgot username?" or "Forgot password" buttons.

fieldprint

ⓘ Your account has been verified
You have successfully verified your account, please log in.

Log in

Username
JohnDoe1

Password
••••••••

Back   Login

Forgot username?   Forgot password?

Terms & Conditions   Fieldprint Privacy Policy   FBI Privacy Act Statement
eConsent   Biometric Disclosure   FBI Noncriminal Justice Applicants Privacy Rights   © Copyright 2009-2021. Fieldprint, Inc.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   5

New Applicant Registration

You will have a choice to enter either a **Fieldprint Code** (if provided by your employer or organization) <u>or</u> select the appropriate agency from the tiles provided below the Fieldprint code.

New Applicant Registration

Continue with Fieldprint Code

If your organization has provided you with a Fieldprint Code, please enter it below to continue. ORI should NOT be entered here. An example ORI is GA922974.

If you do not have a Fieldprint Code leave this field blank and scroll down to select the appropriate option for registration.

Fieldprint Code [   ]

[Continue with Fieldprint Code]

Don't have a Fieldprint Code?

To register for a background check, please select one of the options below.

Georgia Court Services	Department of Early Care & Learning (DECAL)
Education Agencies	Department of Behavioral Health & Developmental Disabilities (DBHDD)
Secretary of State (SOS)	Georgia State-only Background Checks
Department of Community Health (DCH)	Department of Driver Services (DDS)
City/County Government & Law Enforcement Agencies	Department of Public Health (DPH)
Real Estate Commission Appraisers Board (GREC)	Department of Banking & Finance (DBF)
Office of Insurance Safety Fire Commissioner (OIC)	Department of Human Services (DHS)
Georgia Bureau of Investigation	Department of Juvenile Justice (DJJ)
Georgia Vocational Rehabilitation Agency	Department of Defense (DOD)
Department of Community Supervision (DCS)	Georgia Department of Revenue
Georgia Department of Labor (GDOL)	Georgia Department of Agriculture (GDA)
Georgia Access to Medical Cannabis Commission (GMCC)	Georgia Composite Medical Board
Georgia Department of Corrections	

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   6

If you select an agency, you could be asked to specify the reason and Requesting Agency (if applicable). Useful links to resources for that agency are located at the bottom of the page.

Georgia Secretary of State

To register for a background check, please select one of the options below.

★ — Required Fields

ⓘ **Unarmed Security Guards Applicants**
Please return to the main registration page and select the option for Georgia State - Only Background Checks.

Board of Nursing	Board of Physical Therapy
Board of Podiatry	Charity Bingo
GA Board of Examiners of Psychologists	GA Board of Hearing Aid Dealers & Dispensers
GA Board of Occupational Therapy	GA Board of Speech Language Pathology and Audiology
Investment Advisor Rep/Agents/Dealers	Lactation Specialist
Massage Therapy	Music Therapy
Private Detective/Security Business	Trauma Scene Waste Management
Used Motor Vehicle Dealer License	

Reason for Fingerprinting ★   Select one ⌄

Reviewing Agency ID ★   GA922931Z

Requesting Agency ID

The Georgia Secretary of State registers voters, tracks annual corporate filings, grants professional licenses and oversees the state's securities' market.

Website:

http://sos.ga.gov/

Georgia Board of Nursing | Georgia Secretary of State (ga.gov) or 38 Application - Reinstatement.pdf (ga.gov)

Georgia State Board for the Registration of Used Motor Vehicle Parts Dealers | Georgia Secretary of State (ga.gov) or OFFICE USE (ga.gov)

Board of Private Detectives and Security Agencies | Georgia Secretary of State (ga.gov) or GEORGIA STATE BOARD OF PRIVATE DETECTIVE & SECURITY AGENCIES (ga.gov)
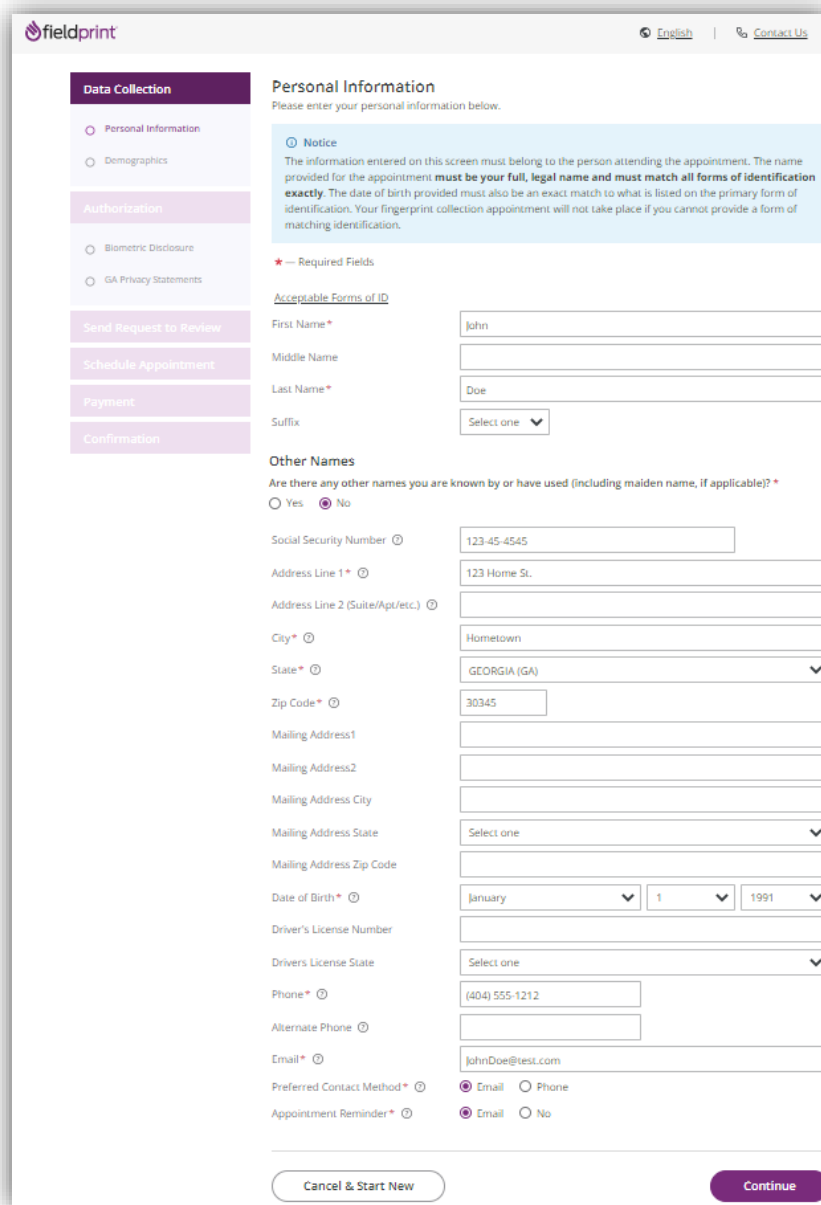
Contact:

Call Center
(404) 424-9966

Address:

237 Coliseum Drive
Macon, GA 31217

Back   Continue

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   7

Data Collection

You will begin the Data Collection process by entering in all required **Personal Information**. Ensure that the information entered is consistent with the IDs you will be presenting at fingerprinting. A list of acceptable forms of ID is linked at the top of the page. This information should match what is on file with your Georgia agency, and discrepancies with this information could result in delays. Data fields are consistent with GBI and FBI standards.

You can enter in aliases by selecting Yes under Other Names. At the bottom, the preferred contact method will allow Fieldprint to reach you in the event of an issue. You may also elect to have an appointment reminder. Once all information is entered, click **Continue**.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   8

Next, enter all **Demographics** required for the fingerprint check.

Authorizations

You will next review the **Biometric Disclosure**. Click **I agree** and enter your full name to consent, and click **Continue** to move forward.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   9

You will next review the **GA Privacy Statements**. Click the box next to "I acknowledge that I have read, understand, and agree to the above statements."

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   10

Send Request to Review

If you selected a Reason that requires Agency Approval, you will see the **Send Request to Review** page. Clicking **Submit Request** will submit your request for review by the Georgia organization or agency listed. Otherwise, you will proceed directly to the **Schedule Appointment** page.
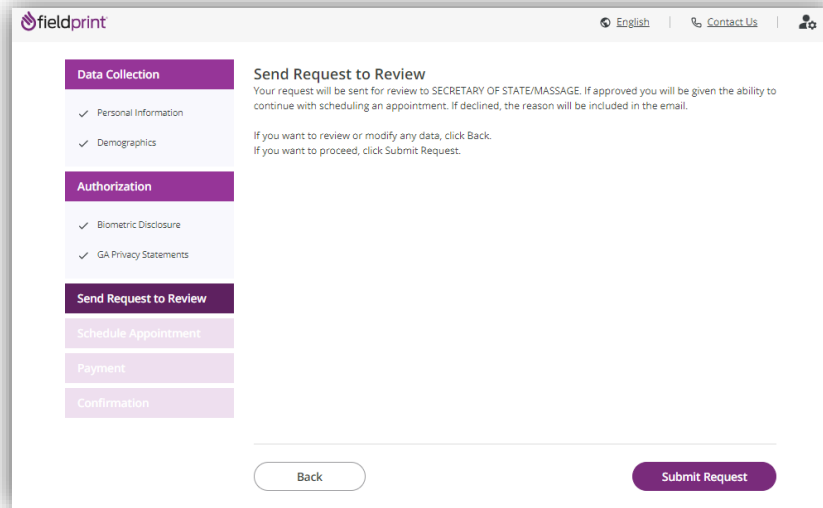
Submitting the request will put the request under review.
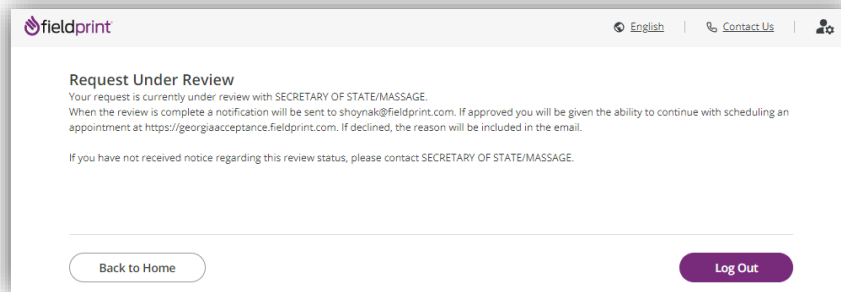
You will be notified once the organization or agency has reviewed and approved your request.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   11

When you log back in, the system will prompt you to **Continue Scheduling**.
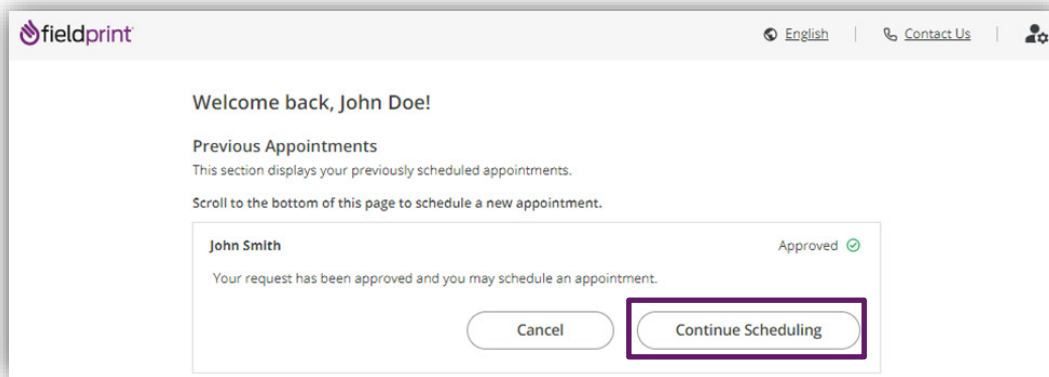
Schedule Appointment

Next you will select a location, date, and time for your Livescan fingerprint capture. The system will default to the home address entered, but you are able to change to another address that may be more convenient. Sites can be sorted by distance or soonest available time. Each entry will provide the address, hours of operation, and other key information about the site. Once you choose a site, click **Find Availability**.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   12
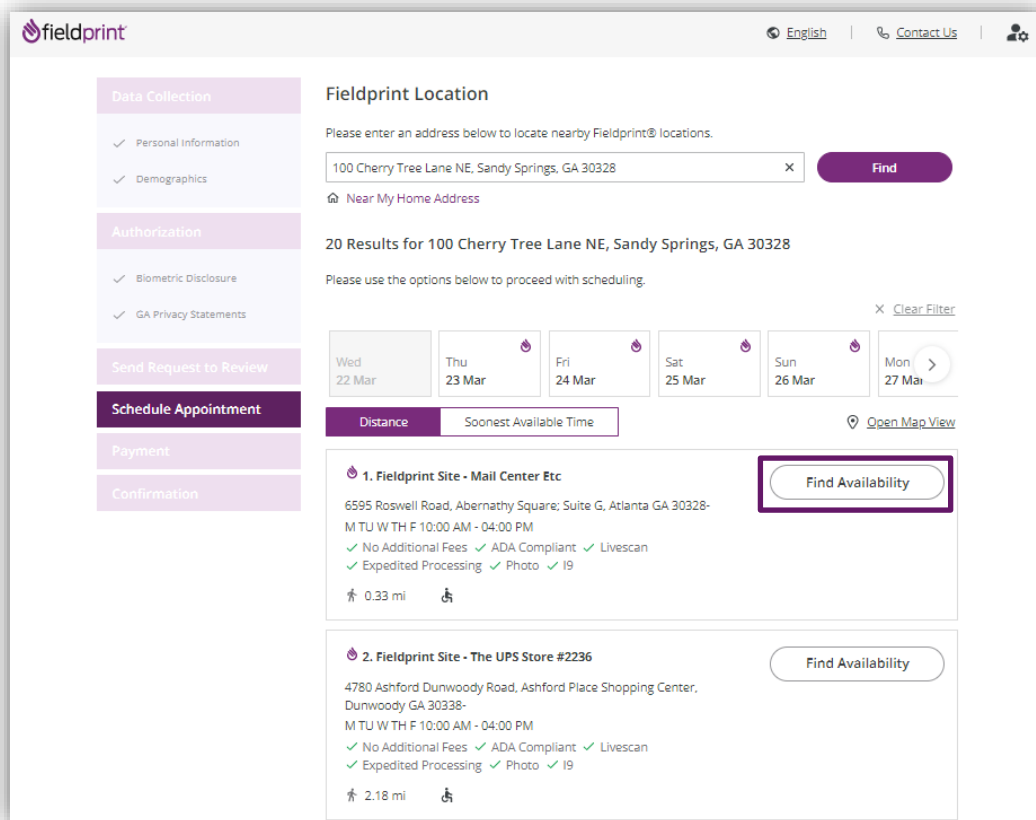
Using the dropdowns you will select the date and time for your appointment and click **Continue**.

Payment

If you are required to pay for the fingerprint appointment, you will select your method of payment – either PayPal or debit / credit card. Cards accepted include MasterCard, Visa, American Express, and Discover.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   13

If the agency is paying, you will click the **Finish Scheduling** button without seeing the Payment page.
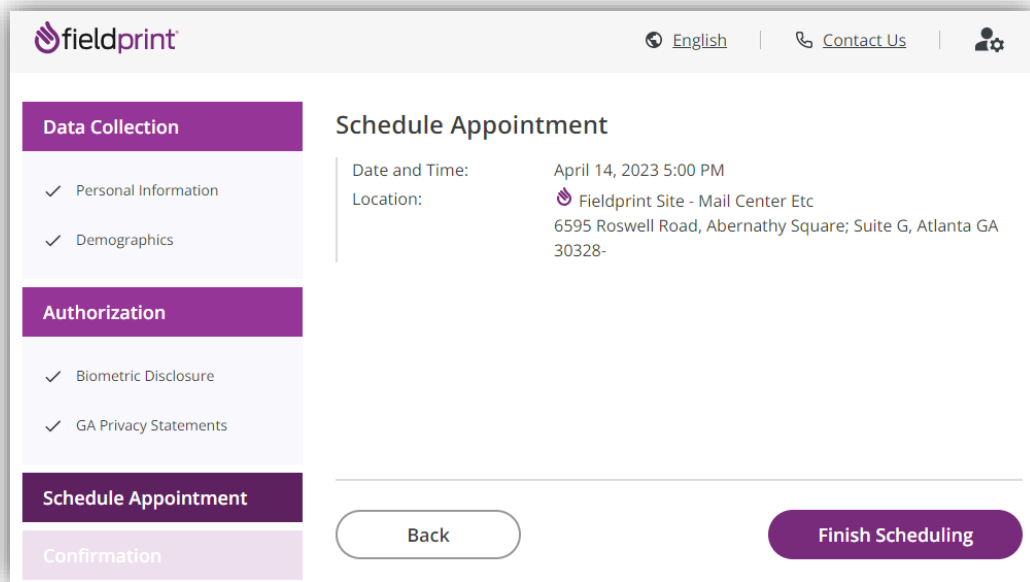
Request Printcard Packet (If Applicable)
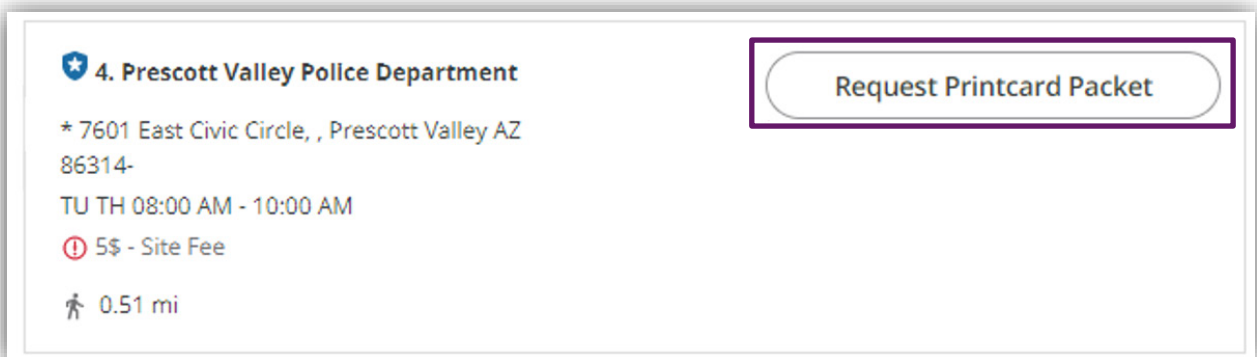
If a Livescan location is unavailable within the contracted range, the system will offer you the ability to request an ink card packet. This will also be the method used if you are located out of state. Clicking **Request Printcard Packet** will trigger a request to Fieldprint for a packet containing two barcoded fingerprint cards, instructions, and a return envelope to be mailed to your address.
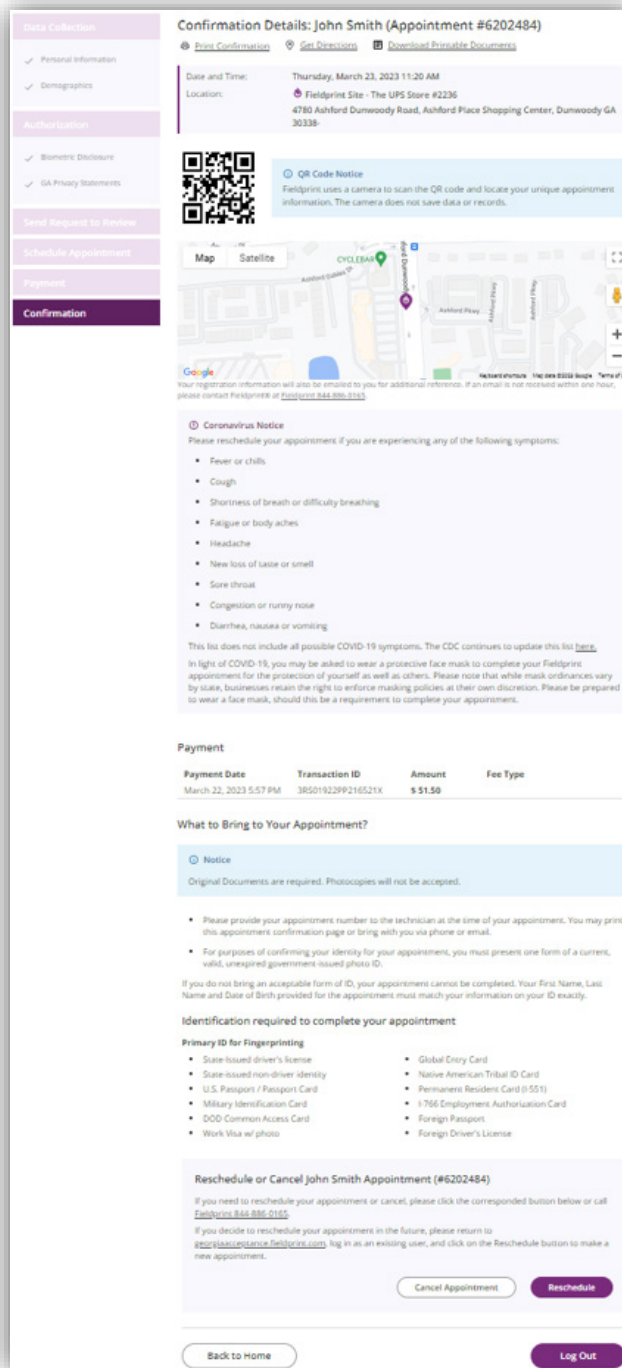
Completed packets should be returned to:

Fieldprint, Inc.
PO Box 407
Marlton, NJ 08053

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   14

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.**

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   15

Appointment Management

Logging back in as a returning user will allow you to manage your appointment or create another. Click **Reschedule** to change the appointment location, date, or time. Clicking **Schedule Another Appointment** will take you to complete a new registration.

Welcome back,   .

Previous Appointments
This section displays your previously scheduled appointments.

Scroll to the bottom of this page to schedule a new appointment.

#6197473 Suzanne Sorgetest Appointment   Scheduled ⏱

Date and Time: May 1, 2023 9:00 AM

Location: 🔥 Fieldprint Site - Marietta, GA 2 (Foxx Laboratories)
                  2625 Sandy Plains Road Suite 101 Marietta, GA 30066-

🖨 Print Receipt   📍 View Map

Cancel   Reschedule

You do not currently have a pending appointment. To begin scheduling a new appointment please click the button below.

Schedule Another Appointment

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   16

You will also have the ability to **Print Receipt** which contains appointment information, what to bring, and contact information to reschedule.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   17

International Applicants

If you are an **international applicant**, you will not be able to use the Fieldprint Scheduling Website. Instead, you will use the following International Applicants process explained below:

1. The Georgia agency will provide you with the Originating Agency Identifier (ORI) and Reason for Fingerprinting (RFP) and then direct you to call Fieldprint at **844-886-0165**.
2. A Fieldprint representative will send you an email with the Georgia Privacy Statements waiver.
3. Once you return the waiver, the Fieldprint representative will create order in Hank (Fieldprint's fingerprint processing system).
4. While you are on the phone, Fieldprint will create an order based on the ORI/RFP provided and capture your Personal and Demographic information.
5. You will provide Fieldprint with payment.
6. Fieldprint will mail you a Printcard packet. The packet will contain two barcoded fingerprint cards, instructions and a return envelope. This packet will be mailed to the address you provide.
7. You will need to be fingerprinted on the cards and mail them back to Fieldprint.
8. Fieldprint will then scans the print cards into system and electronically submits them to GBI-AFIS.

PROPRIETARY & CONFIDENTIAL   12000 COMMERCE PARKWAY SUITE 100   MOUNT LAUREL, NJ 08053   P 888.472.8918   F 888.495.8470   FIELDPRINT.COM

Empowered by Vertical Screen.

04172023   18