

Information on How to Complete Livescan Fingerprinting Process



You must schedule an appointment in **advance**. Fieldprint is not able to fingerprint people on a walk-in basis.

SCHEDULING TO COMPLETE YOUR FINGERPRINTS

Schedule your appointment online at <http://www.fieldprintoregon.com/>. If you do not already have an account you will need to set up your user account. An email address is required. Once you access the scheduling site, there is a Spanish option available. You will be able to choose the Fieldprint site closest to your location to complete your fingerprinting.

You will be asked to provide the following information required to accompany your fingerprints. Your information will be securely stored electronically for a limited time in a secure Fieldprint facility and will only be used for the purpose of identifying your prints. Only your name and date of birth will be accessible to the fingerprint technician who rolls your fingerprints.

- **Fieldprint access code:** From the letter.
- **Billing code:** From the letter.
- **OCA Code:** From the letter.
- **Name:** Legal name exactly as it appears on your identification documents (see list of approved documents on page 2 of these instructions).
- **Aliases:** Other names you have used.
- **Social Security number:** If you do not wish to disclose your Social Security number or do not have one, enter all 0's in this field. (example: 000-00-0000)
- **Date of birth, address, phone numbers, preferred contact method**
- **Citizenship** (country), place of birth , city of birth
- **Gender, height, weight, eye and hair color, race**

Once your prints have been captured, they will be combined electronically with the above information and sent to Oregon State Police for the fingerprint background check. Fieldprint will destroy your fingerprint capture once your background check has been completed.

ON THE DAY OF YOUR APPOINTMENT, you will need:

1. Information about your appointment time and location.
2. **CLEAN HANDS** - Clean hands are required in order to get the best possible image the first time and avoid having the prints later rejected as unclear. Many of the sites do not have public facilities for customer use. Please make sure your hands are clean before you arrive for your appointment. If you have dry skin using a hand moisturizing lotion, such as Corn Huskers® is suggested.

3. **TWO** pieces of identification. At least one piece must be an official picture identification from the Picture ID list. The second piece can be from Picture ID list or the Secondary ID List. (See list below)
- **IMPORTANT:** If you do not have the necessary identification or if your identification does not match your name, you will **not** be fingerprinted.
 - The name on your identification must match your name exactly when scheduling the appointment.
 - The following documents are acceptable identification:

Picture ID: (You **must** have at least one of these.)

- State-issued driver's license
- State-issued identification card
- U.S. passport
- Military identification card
- Work visa with photo (Cannot be used as secondary ID)
- Foreign passport
- DOD Common Access Card (Cannot be used as secondary ID)
- Foreign driver's license (Cannot be used as secondary ID)

Secondary ID:

- Social Security card
- Bank statement
- Utility bill
- Credit card
- Vehicle registration
- Marriage certificate
- State government issued certificate of birth
- Native American Tribal document
- Federal government personal ID verification
- Certificate of citizenship
- Certificate of naturalization
- INS 1-551 Resident alien card
- INS 1-688 Temporary resident ID card

Any additional identification documents that may be accepted will be listed on your online Fieldprint registration document.

If you encounter any problems in scheduling your appointment, contact the Fieldprint Customer Service team at 877-614-4364 or CustomerService@fieldprint.com. If you need additional information about your program, contact the Child Care Licensing Division at 1-800-556-6616.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Department of Early Learning and Care at 503-947-1400.