

Monthly Invoicing from Fieldprint



The Background Check Unit (BCU) Clearinghouse conducts background checks on employees, contractors, volunteers and others for organizations and businesses (collectively in this flyer called “agencies”) meeting the criteria under ORS 181A.190; the person subject to a background check is called a subject individual (SI).

If BCU needs a fingerprint-based check on your SI, you will receive notification email from ORCHARDS alerting you to create in ORCHARDS the “Fingerprint Letter – Please Give to SI” document and give it to your SI. This document has direction to get fingerprinted through Fieldprint.

Fingerprint capture through Fieldprint costs \$12.50; this fee is paid by your agency or the SI (as determined by your agency).

If your agency is paying for fingerprint capture, you can set up monthly invoicing with Fieldprint, eliminating the need to pay for each SI as they schedule an appointment. Generally, Fieldprint wants an agency to complete 100 or more fingerprints per year as the primary guideline for whether or not Fieldprint can provide a specialized account(s) for an agency. If you would like to set up an account for monthly invoicing, please follow these steps:

1. Find out which request types your agency uses. Whenever you submit a background check in ORCHARDS, on the Pre-Employment/Placement Information page, there is field titled, “* Request Type.” All the request types available to you are listed here.
2. Review the attached table. You will want to copy the row(s) showing your request types into your email to Fieldprint.
3. Create and email to send to either:
 - a. Jason DePalma at jdepalma@fieldprint.com (888-472-8918 x 2440); or
 - b. Client Services at CustomerService@MyFieldprint.com.
4. In this email, tell Fieldprint:
 - a. You would like monthly invoicing
 - b. Who is your Contact for Fieldprint (name, phone number, email)
 - c. Your agency information (name, mailing address)
 - d. Your codes need to mirror Background Check Unit FieldPrint codes for the request types you use.
 - e. ADD the rows you have copied from the attached table.
5. Once your account is set up, FieldPrint will give you your own agency codes.
6. When you receive notification from ORCHARDS regarding an SI needing a fingerprint capture:
 - a. You still must login to ORCHARDS, go to the SI’s Person Summary page, Application tab, and click on the link titled, “Fingerprint Letter – Please Give to SI” to create the document.
 - b. Your SI will use your Agency code and the ORCHARDS ID in the “Fingerprint Letter – Please Give to SI” document:

Scheduling Livescan Fingerprinting through FIELDPRINT

Subject Individual:	Joseph Test	Use your agency code, not this one.
Fieldprint Access code:	FPDH5APDP	
ORCHARDS ID:	1329947	Use this Unique ORCHARDS ID. It is different for each SI and each background check.
Fingerprint Deadline Date:	5/12/2022	

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BCU FieldPrint Information (copy rows regarding the request types you use to your email request to FieldPrint)

Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
Clearinghouse CASA/CPS Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse CASA/CPS volunteer (not mentoring)	FPDHSCHVol	OR024CRU0	OCHV	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse NCS Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse NCS Volunteer	FPDHSCHVol	OR024CRU0	OCHV	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse NCS Waivered Volunteer	FPDHSCHVolIW	OR024CRU0	OCHW	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse Volunteer	FPDHSCHVol	OR024CRU0	OCHV	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse Waivered CASA/CPS Volunteer (mentoring)	FPDHSCHVolIW	OR024CRU0	OCHW	VCA/NCPA ORS 181A.190	NFUF	N
Clearinghouse Waivered Volunteer	FPDHSCHVolIW	OR024CRU0	OCHW	VCA/NCPA ORS 181A.190	NFUF	N