

Introduction to Fieldprint Services for DHS and OHA

ABOUT FIELDPRINT Fieldprint, Inc. is an international corporation based on the east coast. They contract with DHS and OHA to provide services in Oregon, and they accomplish this by subcontracting with local businesses to do the fingerprinting. Although they are an international corporation, they are currently only able to provide these services for us within the state of Oregon.

LIVESCAN “Livescan” refers to the method used to capture the fingerprints via a scanner rather than rolled in ink. “Direct submit” refers to how they are submitted to Oregon State Police, meaning they are submitted electronically rather than printed on a card and mailed. Often the term “livescan” is used to refer to the whole process—capturing and submitting electronically. Livescan is not foolproof. It still requires a skilled technician and fingerprints that are printable.

SETTING UP THE BACKGROUND CHECK **Make sure you initiate the background check process in CRIMS or with BCU before you refer the SI for fingerprinting.** Documentation you complete conveys our legal notification to an SI that a background check is being conducted, so ***it must be signed by the SI before we are authorized to fingerprint them.*** This means that there must be either an electronic entry in CRIMS or paper background check request (ex. 301, CJIS request form, or 1011f) with an SI’s signature.

IN CRIMS If fingerprinting is required, please indicate at submission that the individual will be livescanned. If fingerprints are requested after submission, make a note in CRIMS that the SI will be livescanned.

Depending on your timeframes, you may want to establish a practice of having the SI contact you once they’ve been scheduled and/or printed. That will make it easier for you to note the date in CRIMS or on the paperwork (for example the 1011f).

SCHEDULING The attached *Scheduling Aid* provides the information your SI will need to schedule with Fieldprint. You should familiarize yourself with it, especially the section on identification. SIs *will* be turned away without the required ID. The document with Fieldprint code included should not be published in any manner where it can be used by the general public.

The Fieldprint code which you provide to your SI is not only their authorization to get into the scheduling system, but it also identifies

if payment for fingerprint capture is required, what supplemental questions or data to ask of the SI, and for which DHS or OHA program the fingerprinting is being completed.

Ultimately, the code, the demographic information supplied and the prints all connect together at Fieldprint's secure facility and are submitted electronically to Oregon State Police.

When scheduling, **the name must be the same** both in the record the individual sets up with Fieldprint and the name listed on their primary and secondary ID.

CRIMS ID CODE For users of CRIMS, the **CRIMS ID** code is a unique transaction code that is supplied in the fingerprinting letter sent through CRIMS. Each separate background request entered into CRIMS will result in a new CRIMS ID code, even on requests completed for the same SI.

When entered correctly into the CRIMS ID field during the Fieldprint reservation process, this code allows the FBI results for that SI to be automatically linked to the record in CRIMS once the results are received.

PAYMENT Subject individuals may be required to pay for the cost of fingerprint capture. If required, payment is due when the appointment is scheduled. Methods of payment are covered in the *Scheduling Aid*.

CANCELLATION FEES There is a fee for cancelling less than 24 hours ahead. If fingerprint capture is paid by a DHS or OHA program, then cancellation fees will also be paid by the program. If fingerprint capture is paid by the SI, then cancellation fees will be paid by the SI.

FINGERPRINT CAPTURE The fingerprint technician will not need to see any of your DHS documentation, only the SI's identification. The identification documents listed on the *Scheduling Aid* are the **only** ones accepted by Fieldprint's vendors. Student IDs are not accepted.

FIELDPRINT VENDORS Each Fieldprint vendor operates as a subcontractor for Fieldprint to provide fingerprinting services, and is not an actual Fieldprint office. For that reason, combined with the fact that an appointment is required, Fieldprint asks that we do **not** give out the vendor address or contact information, or contact the vendor directly if there are issues. Your SI will be given all the fingerprint site information they need—including driving instructions—as part of the scheduling process.

If you experience any problems with a vendor, direct your concerns to your regular BCU contact (503-378-5470 or 1-800-272-5545) and we will notify Fieldprint.