

Fieldprint FAQs

1. What is the difference between Livescan fingerprints and print cards?

Livescan fingerprints are printed captured electronically, via a digital image that can be transmitted electronically; this provides for a faster and more accurate fingerprint collection process. Fieldprint Inc. has the largest network of Livescan collection sites in the country.

2. How do I schedule an appointment to have my fingerprints collected?

Click “Schedule an Appointment” and you will be prompted to create a secure user account. Next, enter the Fieldprint Code that was provided to you by your employer. After entering your Fieldprint Code, you will be prompted to enter all demographic information required by the State of Oregon. Once this step is complete, you will be able to search for a fingerprinting location and schedule an appointment at a date and time most convenient for you!

3. Do I need to schedule an appointment?

Yes, an appointment is required to be fingerprinted. Walk-ins are not accepted.

4. I am not currently in the state of Oregon. Am I able to be fingerprinted in another state?

Yes, applicants may be printed in another state. Simply click “Schedule an Appointment” to find the most convenient collection site.

5. Can an individual applicant sign up for this program?

Yes; this program is available to anyone needing to be fingerprinted in the state of Oregon.

6. I do not know the reason I need to be fingerprinted. What should I do?

Please contact your employer or licensing agency for information on which reason to select to be fingerprinted. This will ensure your fingerprints are being processed for the appropriate reason and results are being sent to the correct agency.

7. What personal information do I need to complete to register?

The state of Oregon and the FBI require the following demographic information to conduct a fingerprint-based background check:

- i. Name
- ii. Alias (if any)
- iii. Country of Citizenship
- iv. Social Security Number
- v. Date of Birth
- vi. City & State of Birth
- vii. Sex/Gender
- viii. Race
- ix. Height
- x. Weight
- xi. Eye Color
- xii. Hair Color
- xiii. Home Address
- xiv. Work/Office Address
- xv. Phone Number
- xvi. Email Address

8. How can I be sure that my personal information is protected during the fingerprinting process?

Fieldprint, Inc. is committed to safeguarding the privacy of the data we receive and process. For more in depth information regarding our privacy practices, please view our [Privacy Policy](#), which is published on our website.

9. What do I need to bring to my fingerprinting appointment?

1. Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID
2. Your appointment number

10. What types of ID are accepted?

Acceptable Primary IDs include:

- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

Acceptable Secondary IDs include:

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American tribal document
- Permanent Resident Card (I-551)

11. What if I fail to show up for my appointment, or cancel in less than 24 hours?

If you do not show up for your appointment, or cancel your appointment within less than 24 hours of your scheduled date and time, you will be charged a rescheduling fee.

12. How do I obtain the results of my fingerprint-based background check?

The background check results processed for the Oregon DHS are processed by the OR DHS Background Check Unit. Once your results/clearance is available, OR DHS will contact you directly.

13.How long does it take to receive results?

The results processed by OR DHS typically take 5-7 days. Note: Results are dependent upon processing times of OR DHS and the FBI, which are subject to change.

14.What happens if my fingerprints are rejected?

While Livescan fingerprint collection process is very good at recording all of the details of most individuals' fingerprints, there are always cases where an individual fingerprint file cannot be "read" by the FBI's automated fingerprint information system. In these cases, OR DHS notifies the individual about the fingerprint rejection, then the individual will contact Fieldprint to reschedule a fingerprint collection at no cost if the fingerprints were collected at a Livescan location. If the fingerprints were collected at a non-Livescan location, additional fees apply.

15.Who do I contact if I have not received a rejection notice and my agency has not received my results?

Please contact OR DHS directly if you have not received correspondence from OR DHS regarding your results/clearance or a fingerprint rejection.

16.Is an applicant permitted to work prior to completion of the fingerprint-based background check?

The ability to work on a conditional basis until the results are received vary from agency to agency. Please check with your employer for more information.

17.I have been fingerprinted several times in the past. Are you able to use those prints?

No. Any fingerprints that you had collected in the past are not retrievable or transferable from other state or federal agencies.