

CRIMINAL RECORDS CHECK FINGERPRINT PROCESS

Please note: You must submit an application for the profession you are seeking authorization for to the Health Licensing Office (or have it postmarked) within 30 days of having your fingerprints taken. If you do not submit your application within 30 days, you will be required to have your fingerprints taken again before your application can be processed.

Pursuant to Oregon Revised Statute (ORS) 676.612(3), the Health Licensing Office (HLO) may require a fingerprint criminal records check on persons applying for authorization to practice, renewing an authorization, or who are under investigation by the Office for practice in a profession or occupation listed in ORS 676.565. The criminal background check is conducted through the Oregon State Police (OSP). The Livescan electronic fingerprinting process is provided by Fieldprint Inc.

Clarification:

Livescan is the process by which an applicant is electronically fingerprinted.

Fieldprint Inc. is the company that the State of Oregon has contracted with to conduct the Livescan electronic fingerprinting.

Because the State of Oregon has contracted with Fieldprint Inc. to conduct the Livescan electronic fingerprinting, the HLO is required to have all applicants who are subject to a criminal background check use a Fieldprint office to process the Livescan fingerprints.

Instructions:

- 1) The HLO only accepts Livescan fingerprinting electronically submitted to OSP by Fieldprint Inc.
- 2) To locate a Fieldprint office in the state of Oregon, visit: www.fieldprintoregon.com. For Fieldprint locations in another state, visit: www.fieldprint.com, click on "Make an Appointment" in the menu bar at the top of the page, scroll down to "State Government" and choose a state. If your state is not listed there, scroll down to the bottom of the page to "Find a Location" and enter your city zip code.
- 3) To schedule an appointment with a Fieldprint office, you will first register as a user of the Fieldprint system. Once you are registered, you will be prompted to enter the HLO Fieldprint code to be properly routed. **Enter Fieldprint Code: FPORHealthLicDAS**
- 4) Once your fingerprint process is complete, your criminal background check will be available to the HLO during the processing of your application for authorization to practice.

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For questions regarding the fingerprinting process, please visit Fieldprint's website at: www.fieldprint.com, or contact Fieldprint customer service at: (877) 614-4364 or via email at: CustomerService@fieldprint.com.

For questions regarding the processing of your application for authorization to practice, you may visit the HLO website at www.healthoregon.org/hlo or contact the Office at the address, phone, or email listed above.