

EMS & TRAUMA SYSTEMS

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Fieldprint Electronic Fingerprinting Scheduling Aid

Fieldprint Access code: FPOHAEMSP

The Oregon State Police now requires electronic fingerprints. Do not have your electronic prints done until you complete your EMS course, have passed the NREMT's tests, and are ready for licensure. **Prints taken before you are ready for licensure will be void.**

These instructions will assist you in scheduling yourself to be electronically fingerprinted through the State's livescan contractor, Fieldprint, Inc.

- Using the Fieldprint service requires that you schedule an appointment and pay in advance online. Fieldprint is not able to fingerprint people on a walk-in basis.
- Once you have created your account and entered your information online, you will pay \$60.40 and schedule a time for your prints to be taken at a Fieldprint location.
- Fieldprint accepts most major credit or debit cards. In addition, prepaid gift cards from most major credit card companies are also accepted.

SCHEDULING

You can schedule yourself online at oregon.fieldprint.com.

You will need to have an email address in order to set up your user account. You will be able to choose from all the Fieldprint sites closest to your location.

When you schedule, you will be asked to provide the following information required to accompany your fingerprints. The information will be stored electronically in a secure Fieldprint facility and it will only be used for the purpose of identifying your prints.

- **Fieldprint access code: FPOHAEMSP**
- **Name:** Legal name **exactly as it appears on your identification documents** (below).
- **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 9s in this field.
- **Date of birth, address, phone numbers, preferred contact method**

- **Citizenship** (country), **place of birth** (state), **city of birth**
- **Gender, height, weight, eye and hair color, race**
- **CRIMS ID code:** When asked for this code, leave this field blank.
- **Other fields:** Depending on your role with DHS or OHA, you may be requested to provide program-specific information such as applicant type or branch location.

Once your prints have been captured, they will be combined electronically with this information and will then be destroyed once your background check has been completed. Only your name and date of birth will be accessible to the fingerprint technician who rolls your fingerprints.

ON THE DAY OF YOUR APPOINTMENT you will need to bring:

1. Whatever information you need about your appointment time and location.
2. **CLEAN HANDS.** Livescan requires clean hands 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.
3. **TWO** pieces of identification (one with a picture) from the lists 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 the way you gave it when scheduling the appointment.
 - Only the following documents can be used as acceptable identification:

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

State-issued driver's license
 State-issued identification card
 U.S. passport
 Military identification card
 Work visa with photo
 Foreign passport

Secondary ID:

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

If you encounter any problems scheduling yourself, contact the Fieldprint Customer Service team at 877-614-4364 or CustomerService@fieldprint.com.

If you need additional information about your program, contact your local DHS or OHA office.