

Fingerprint Background Checks: Frequently Asked Questions

Applicants for new licensure/certification or reactivation of a previously-issued Oregon license or certificate now have their fingerprints taken via Livescan, a digital process for fingerprint capture. The state contracts with Fieldprint Inc. to handle fingerprint collection services. Fieldprint Inc. has the largest network of Livescan collection sites in the country. The process is easier, more reliable, and produces results faster than the traditional ink-and-paper method.

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

1. Apply for a license.
2. Once we have received your application and payment, we will send you a Next Steps email with directions for what to do next, including instructions on how to get fingerprinted (don't forget to check in your junk mail folder).
3. The Next Steps email contains a link that will take you to the Oregon State Board of Nursing section of Fieldprint's website. This link is unique to your application and cannot be used by any other applicant or licensing board.
4. Once at Fieldprint's website, click "Schedule an Appointment," and you will be prompted to create a secure user account.
5. Enter your email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue." 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.
6. Pay the \$64.50 background check fee via Fieldprint's website.
7. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
8. If you have any questions or problems, you may contact Fieldprint's customer service team at 877-614-4364 or customerservice@fieldprint.com.

Additional Questions

1. **Do I need to schedule an appointment?**
Yes, an appointment is required to be fingerprinted. Walk-ins are not accepted.
2. **I am not currently in the state of Oregon. Can I 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. Fieldprint has collection sites located throughout the U.S.
3. **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:
 - Name
 - Alias (if any)
 - Country of Citizenship
 - Social Security Number

Oregon State Board of Nursing

- Date of Birth
- City & State of Birth
- Sex/Gender
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Home Address
- Work/Office Address
- Phone Number
- Email Address

4. **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 that is received and processed. For more in depth information regarding privacy practices, please view Fieldprint's Privacy Policy, which is published on its website.

5. **What do I need to bring to my fingerprinting appointment?**

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

6. **What types of ID are accepted by Fieldprint?**

Acceptable primary IDs include:

- State-issued Driver's License
- State-issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- DOD Common Access Card
- Foreign Driver's License

Acceptable secondary IDs include:

- Credit Card
- Bank Statement
- Electric Bill
- Birth Certificate
- Marriage Certificate
- Citizenship or Naturalization Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Bank Statement/Paycheck Stub
- Draft Record
- Native American tribal document

Oregon State Board of Nursing

7. **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 you cancel your appointment within less than 24 hours of your scheduled date and time, you will be charged a rescheduling fee.

8. **What happens after my fingerprints are taken?**

The background checks are processed by the Oregon State Police and FBI, and results are sent electronically to the Oregon Board of Nursing. Once the OSBN receives the results of your background check, our Licensing staff will either complete the licensure process and issue you a license/certificate or contact you for more information.

You should receive a license/certificate or be contacted by our staff for more information within five to seven business days once we receive your background check results, assuming we have received any other documents that may be required for your license type (educational transcripts, etc.). Note: Results are dependent upon processing times of the Oregon State Police and the FBI, which are subject to change.

9. **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 cases where an individual fingerprint file cannot be "read" by the FBI's automated fingerprint information system. In these situations, the applicant will be notified about the fingerprint rejection, and then the applicant 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.

10. **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.