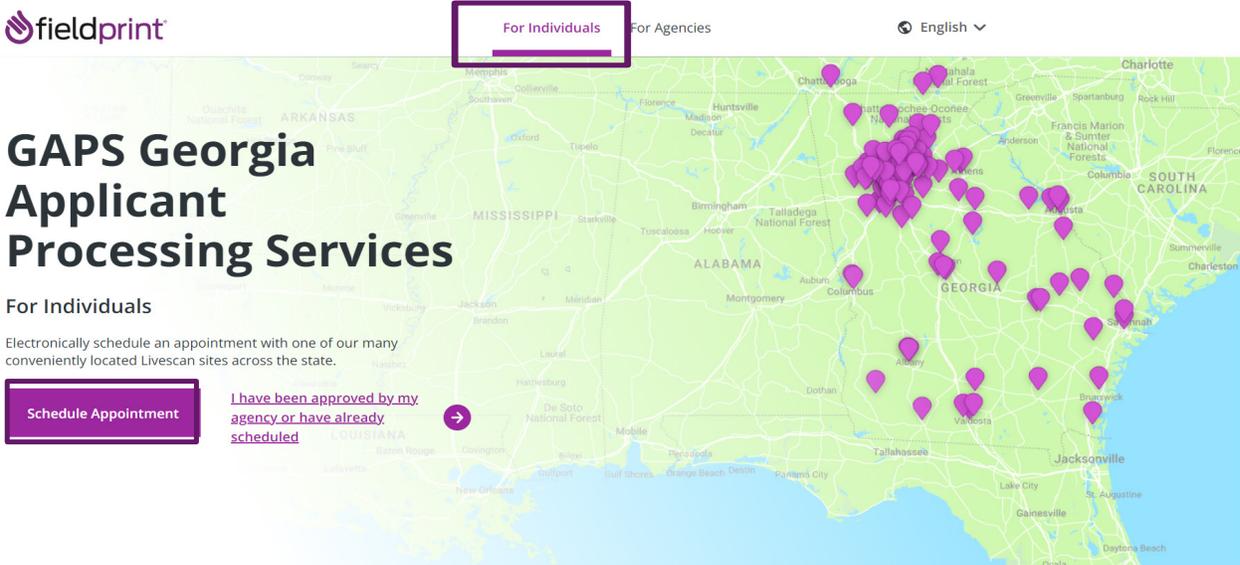


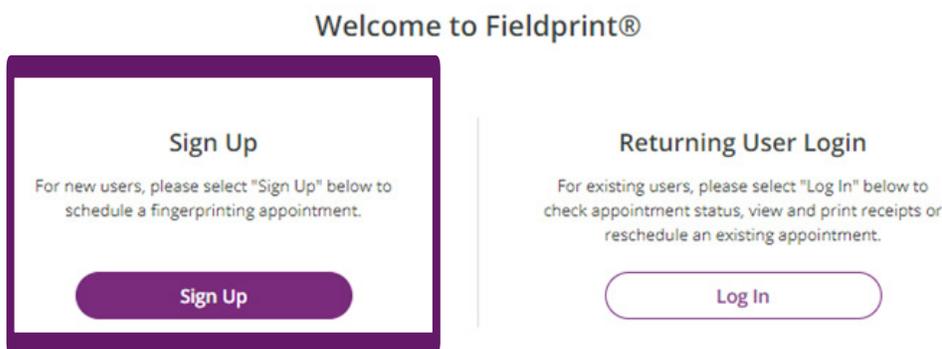
## Getting Started

To begin scheduling go to <https://www.fieldprintgeorgia.com>, also viewable in Spanish by clicking the language dropdown. This site will provide valuable information about the fingerprinting process, helpful FAQs, and contact information. To get started, click [\*Schedule Appointment\*](#) under the [\*For Individuals\*](#) page.



## Creating a User Profile

New users need to create a new user account by clicking [\*Sign Up\*](#). The Sign Up wizard will walk you through the steps to set up an account, culminating in a verified account that will be used to schedule fingerprints.



Read over the E-SIGN Act Disclosure and Consent (“**Consent Agreement**”) and **click I Agree.**

 English | Contact Us

### E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

#### 1. Intent to Use Electronic Signatures

By clicking on the “I Agree” button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the fingerprinting process. By clicking on the “I Agree” button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the fingerprinting process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as “E-Signature”), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract.

#### 2. Consent to Electronic Disclosures & Notices

By clicking on the “I Agree” button below, you consent to the electronic delivery of any disclosures, agreements, change notices, terms and conditions and any other documents throughout the fingerprinting process. Your consent applies to any disclosures and notices required to be provided to you in accordance with Federal or state law or regulations. You also agree that we do not need to provide you with additional paper (non-electronic) copies of the disclosures, agreements, change notices, terms and conditions and any other documents, unless specifically requested. If you would like to request additional paper copies of any of the aforementioned documents, you may do so at no additional charge to you by emailing [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com).

#### 3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

#### 4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to, name, address, phone numbers, and e-mail or other electronic addresses. In order to update your information, contact us via email at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com).

#### 5. Hardware and Software You Will Need

To use our online processes, you will need Internet Browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid e-mail address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the “I Agree” button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the “I Agree” button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com) or call **888-472-8918**.

You can download the “Consent Agreement” as a PDF file.

 Consent Agreement.pdf (120 K)  [Download](#)

Terms & Conditions | Fieldprint Privacy Policy | FBI Privacy Act Statement | eConsent | Biometric Disclosure | FBI Noncriminal Justice Applicants Privacy Rights

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## Create Your Account.

Enter all required fields and click **Continue** to move forward.

\* — Required Fields

|                     |   |
|---------------------|---|
| Email *             | <input type="text" value="e.g. example@domain.com"/>  |
| Username *          | <input type="text"/>  |
| Password *          | <input type="password" value="Passwords must be more than 8 characters long containing upper &amp; lower case, number, &amp; special (?!@%)"/> show |
| Confirm Password *  | <input type="password"/> show   |
| First Name *        | <input type="text"/>  |
| Last Name *         | <input type="text"/>  |
| Mobile Phone Number | <input type="text"/>  |

### Security Questions

**You must select and add all three security questions**

|                       |   |
|-----------------------|---|
| Security Question 1 * | <input type="text" value="Select one"/> ▼ |
| Answer 1 *            | <input type="text"/> show                 |
| Security Question 2 * | <input type="text" value="Select one"/> ▼ |
| Answer 2 *            | <input type="text"/> show                 |
| Security Question 3 * | <input type="text" value="Select one"/> ▼ |
| Answer 3 *            | <input type="text"/> show                 |

[Back](#)

[Continue](#)

An email will be sent to your provided email address. Check your email for the verification code and enter it on the next page. Do not close your browser. The code will expire after 30 minutes. See below for an example of the email that will be sent.



You created an account with Fieldprint Scheduling.

Username: JohnDoe1

Please enter the Verification Code below into the Verification Code field on the Fieldprint Scheduling website to continue:

60368404

Please Note: Don't delay, your verification code is only valid for 30 minutes and if you closed your browser, just sign back in and you will be prompted to enter this code there.

If you did not request to create an account, please contact us.

Thank you,  
Fieldprint Services Team  
customerservice@fieldprint.com  
800-799-1067

To be sure you receive future notifications from us, please add customerservice@fieldprint.com to your email contact list. For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Application Station Team, and we ask you please contact us immediately at 800-799-1067.

Enter the verification code from the email & click **[Complete Registration](#)** .

### Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account. You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

Verification Code \*

13256727

**[Add Verification Code from your email](#)**

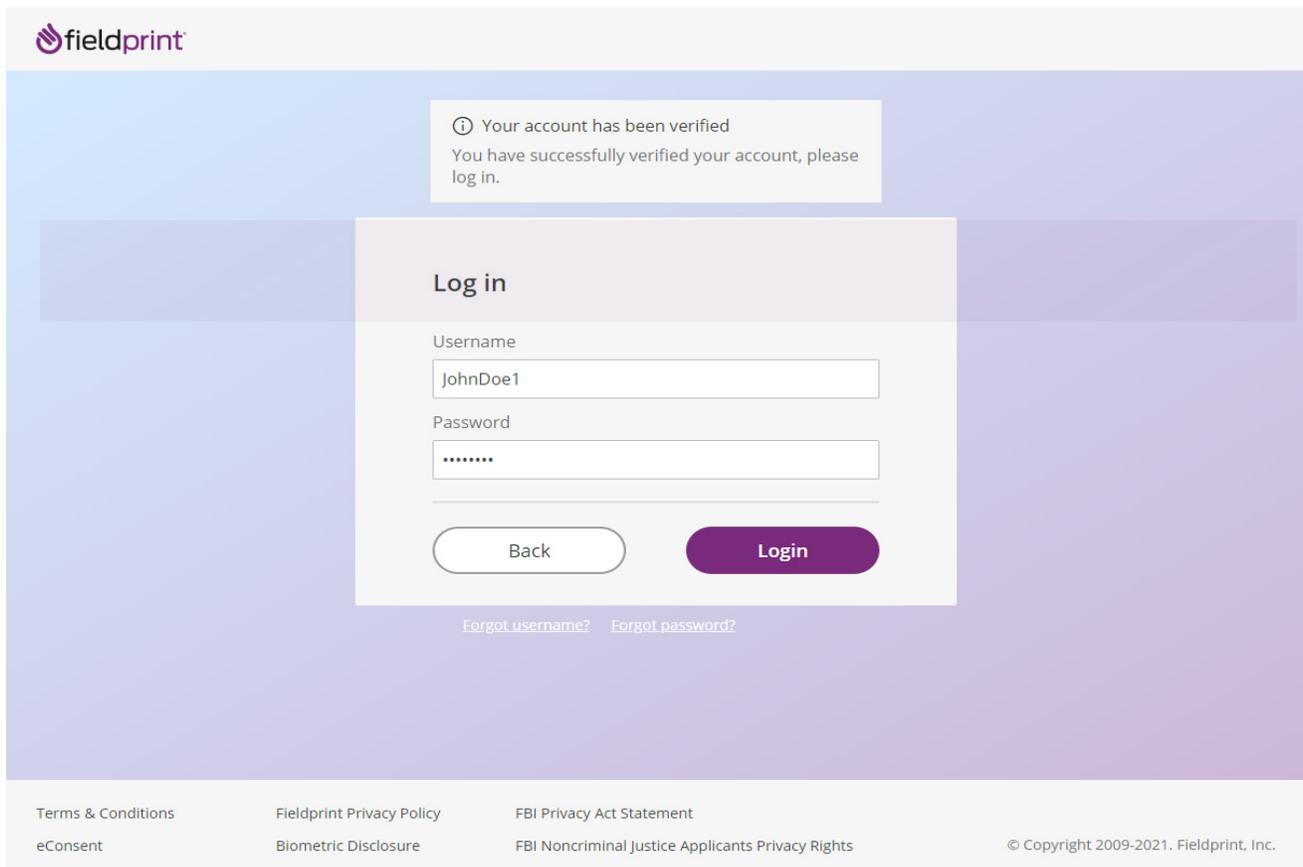
Didn't receive an email? Click [here](#) to resend email.

**Complete Registration**

## Account Verified

Once your account has been verified, you will log back in <https://www.fieldprintgeorgia.com> using your created Username and Password

Once logged back into Fieldprint you will follow the steps to Register for fingerprinting





Identity delivered.

## New Applicant Registration

Enter **Fieldprint Code** (Ascend Employer Fieldprint code provided below) and click "Continue with Fieldprint Code"

Fieldprint Employer Code

**FP-GAC14039-HRBH**

**\*\*Enter code above exactly as listed including upper case and lowercase letters, dashes, with no spaces**

**Continue with Fieldprint Code**

# Data Collection

You will begin the Data Collection process by entering in all required **Personal Information**. Ensure that the information entered is consistent with the IDs you will be presenting at fingerprinting. This information should match what is on file with your Georgia agency, and discrepancies with this information could result in delays.

You can enter in aliases by selecting Yes under Other Names. At the bottom, the preferred contact method will allow Fieldprint to reach you in the event of an issue. You may also elect to have an appointment reminder. Once all information is entered, click **Continue**.

## Personal Information

### \* — Required Fields

#### Acceptable Forms of ID

|              |   |
|--------------|---|
| First Name * | <input type="text"/>                    |
| Middle Name  | <input type="text"/>                    |
| Last Name *  | <input type="text"/>                    |
| Suffix       | <input type="text" value="Select one"/> |

#### Other Names

Are there any other names you are known by or have used (including maiden name, if applicable)? \*

Yes  No

|                                   |   |
|-----------------------------------|---|
| Social Security Number ?          | <input type="text"/>  |
| Address Line 1 * ?                | <input type="text"/>  |
| Address Line 2 (Suite/Apt/etc.) ? | <input type="text"/>  |
| City * ?                          | <input type="text"/>  |
| State * ?                         | <input type="text" value="Select one"/>   |
| Zip Code * ?                      | <input type="text"/>  |
| Mailing Address1                  | <input type="text"/>  |
| Mailing Address2                  | <input type="text"/>  |
| Mailing Address City              | <input type="text"/>  |
| Mailing Address State             | <input type="text" value="Select one"/>   |
| Mailing Address Zip               | <input type="text"/>  |
| Date of Birth * ?                 | <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> |
| Driver's License Number           | <input type="text"/>  |
| Drivers License State             | <input type="text" value="Select one"/>   |
| Phone * ?                         | <input type="text"/>  |
| Alternate Phone ?                 | <input type="text"/>  |
| Email * ?                         | <input type="text" value="e.g. example@domain.com"/>  |
| Preferred Contact Method * ?      | <input type="radio"/> Email <input type="radio"/> Phone   |
| Appointment Reminder * ?          | <input type="radio"/> Email <input type="radio"/> No  |



Next, enter all **Demographics** required for the fingerprint check.

## Authorizations

You will next review the **Biometric Disclosure**. Click **I agree** and enter your full name to consent, and click **Continue** to move forward.

You will next review the **GA Privacy Statements**. Click the box next to “I acknowledge that I have read, understand, and agree to the above statements.”

**Data Collection**

Personal Information

Demographics

**Authorization**

Biometric Disclosure

GA Privacy Statements

Send Request to Review

Schedule Appointment

Payment

Confirmation

### GA Privacy Statements

To download this document click: [GBI Documents](#).

**NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may find information regarding how to obtain a copy of your Georgia criminal history record at the GBI website: <https://ga.georgia.gov/services/obtain-criminal-history-record-information-requests-asked-questions>

Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.fbi.gov>

- If you decide to challenge the accuracy or completeness of your criminal history record, you should contact and send your challenge to the agency that contributed the questioned information. If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://ga.georgia.gov/services/obtain-criminal-history-record-information-requests-asked-questions>. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.fbi.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

**Privacy Act Statement**

This privacy act statement is located on the back of the FD-250 fingerprint card

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 02/04/2021

To download this document click: [GBI Documents](#).

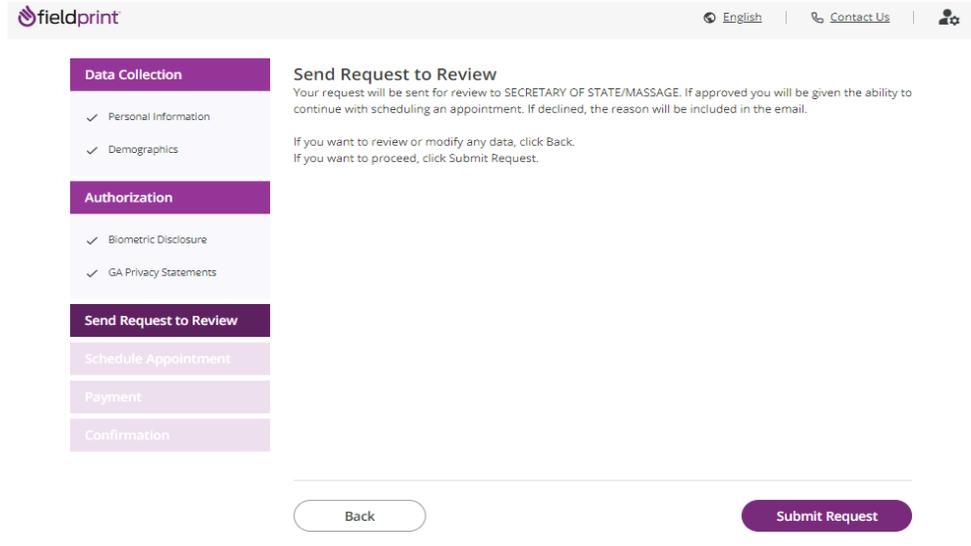
TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement. \*

Back
Continue

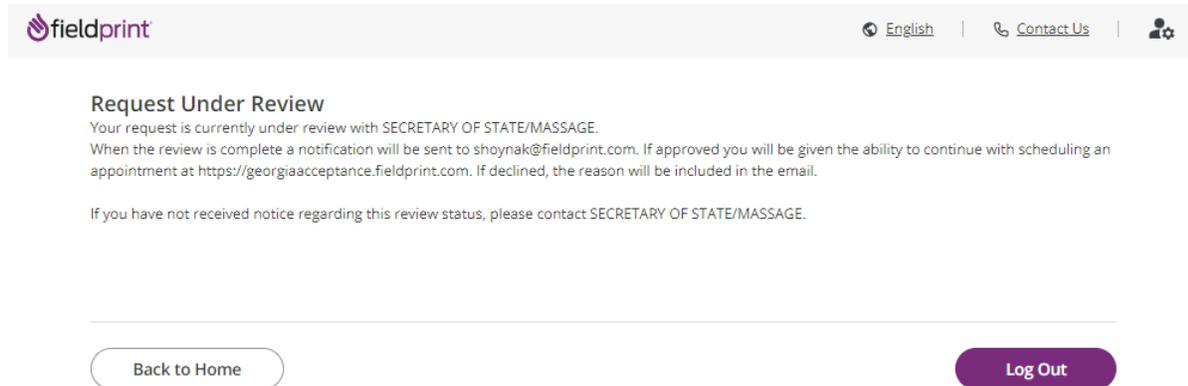
## Send Request to Review

You will see the **Send Request to Review** page. Clicking **Submit Request** will submit your request for review by the Georgia organization or agency listed.



The screenshot shows the 'Send Request to Review' page. On the left is a navigation menu with sections: 'Data Collection' (containing 'Personal Information' and 'Demographics'), 'Authorization' (containing 'Biometric Disclosure' and 'GA Privacy Statements'), 'Send Request to Review' (highlighted), 'Schedule Appointment', 'Payment', and 'Confirmation'. The main content area is titled 'Send Request to Review' and contains the following text: 'Your request will be sent for review to SECRETARY OF STATE/MASSAGE. If approved you will be given the ability to continue with scheduling an appointment. If declined, the reason will be included in the email.' Below this is a note: 'If you want to review or modify any data, click Back. If you want to proceed, click Submit Request.' At the bottom are two buttons: 'Back' and 'Submit Request'.

### Submitting the request will put the request under review.



The screenshot shows the 'Request Under Review' page. The main content area contains the following text: 'Request Under Review', 'Your request is currently under review with SECRETARY OF STATE/MASSAGE.', 'When the review is complete a notification will be sent to shoynak@fieldprint.com. If approved you will be given the ability to continue with scheduling an appointment at <https://georgiaacceptance.fieldprint.com>. If declined, the reason will be included in the email.', and 'If you have not received notice regarding this review status, please contact SECRETARY OF STATE/MASSAGE.' At the bottom are two buttons: 'Back to Home' and 'Log Out'.

You will be notified once the organization or agency has reviewed and approved your request. Once approved you will have the ability to log back into Fieldprint and continue scheduling a fingerprint appointment at <https://georgia.fieldprint.com>