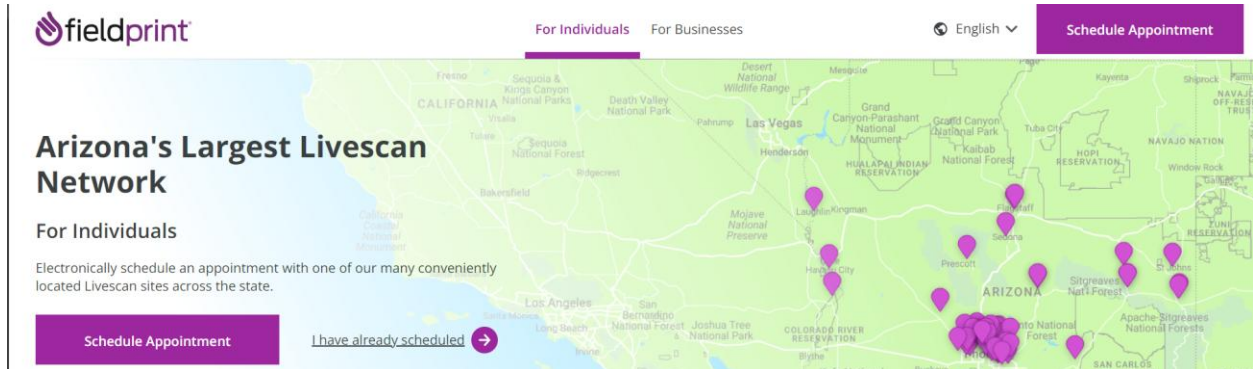


STEP 2: SCHEDULE A DIGITAL FINGERPRINTING APPOINTMENT WITH FIELDPRINT

To schedule a digital fingerprinting appointment, please follow these simple instructions:

1. Visit <https://schedule2.fieldprint.com>
2. Click on the “Schedule an Appointment” button.



3. If you have not used our services before, please select “Sign Up” to create an account as a New User.
If you have used our services before, please select “Log In” and move to Step 7 (page 3) in this instruction guide for FieldPrint.

Sign Up

For new users, please select "Sign Up" below to schedule a Fieldprint appointment.

[Sign Up](#)

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

[Log In](#)

4. Read the E-SIGN Act Disclosure and Consent ("Consent Agreement")
 - a. Please select “I Agree” or “I do not agree” at the bottom of the page.
 - b. If you do not agree, please follow the do not agree instructions within the page.
 - c. If you do agree, please continue accordingly.

[I do not agree](#)

[I Agree](#)

5. Fill out the required fields to create an account and select security questions from the drop-down menu and type in the answers. Then click “Continue”.

Create Account

Please fill in the following fields to create an account.

★ — Required Fields

Email *	e.g. example@domain.com
Username *	
Password *	show
Confirm Password *	show
First Name *	
Last Name *	
Mobile Phone Number	

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 *	Select one
Answer 1 *	show
Security Question 2 *	Select one
Answer 2 *	show
Security Question 3 *	Select one
Answer 3 *	show

Back

Continue

6. You will be sent a “Fieldprint Account Verification” email that contains an 8-digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling 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.

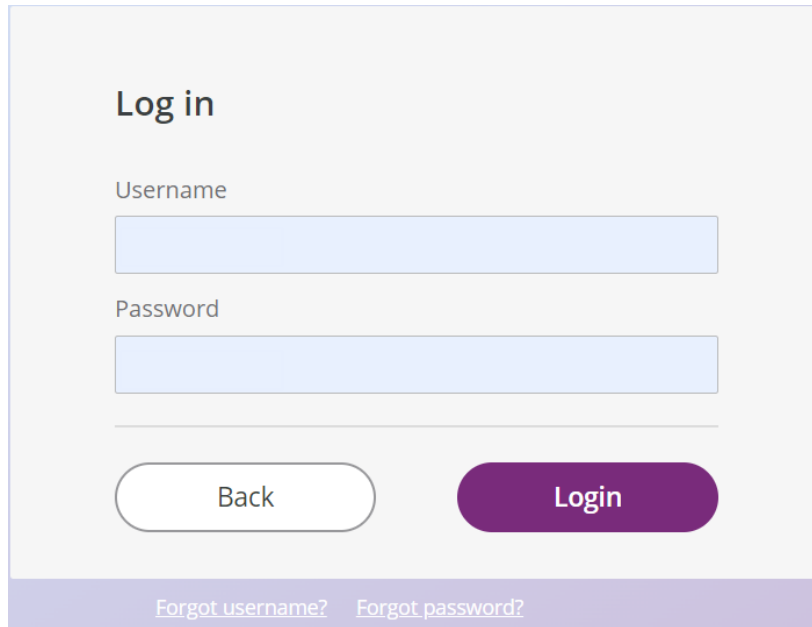
★ — Required Fields

Verification Code *

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

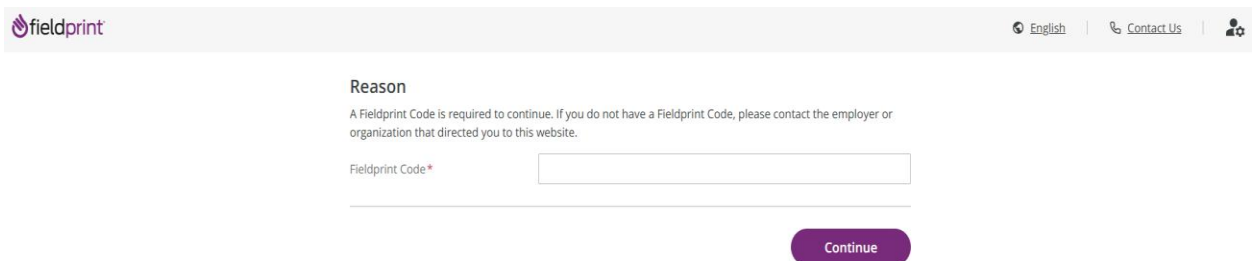
Complete Registration

7. Log in with your Username and Password.
 - a. If you need assistance logging in please call our applicant service team at 877-614-4364, options 2, then 3, then 3.



The login form is titled "Log in". It contains two input fields: "Username" and "Password". Below the password field is a horizontal line. At the bottom of the form are two buttons: "Back" (outlined) and "Login" (solid purple). Below the buttons are two links: "Forgot username?" and "Forgot password?".

8. Type in the answer to your security question and click "Continue".
9. Enter the Fieldprint Code **FPDioceseTucsonFACT** and select "Continue with Fieldprint Code". If you need further assistance, you may contact your parish/school Compliance Officer.



The page header includes the fieldprint logo on the left and links for "English", "Contact Us", and a user icon on the right. The main content area is titled "Reason" and contains the text: "A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website." Below this text is a label "Fieldprint Code*" followed by an input field. At the bottom right is a "Continue" button.

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing. There will be a fee and will be required to be paid through the Fieldprint Portal.
11. 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.
12. If you have any questions or problems, contact our applicant service team at 877-614-4364 or customerservice@fieldprint.com.