

# EN PERSONNEL FINGERPRINT INSTRUCTIONS

This document outlines the steps for completing the fingerprinting requirement. Applicants should complete fingerprinting prior to sending the initial request for Suitability to PerSec.

**Failure to follow the chronological process, as detailed in the EN Personnel Security and Suitability Business Process Guide, will result in delays and/or EN personnel not allowed to work on SSA agreements.**

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit <https://schedule.fieldprint.com>.
2. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button.
3. Follow the instructions for creating a Password and Security Question, then click “Sign Up”.
4. Enter the code: FPSSAContractEmp.
5. Enter the required contact and demographic information (necessary for SSA’s submission to the Federal Bureau of Investigations).
6. Enter SSA EN award number (contact your CPOC to confirm your award number).
7. Enter your employer information (i.e. the company awarded an agreement on behalf of SSA).
8. Schedule a fingerprint appointment at the location of your choosing.
  - a. As feasible, we highly recommend selecting a location with LiveScan availability for electronic fingerprinting. Within minutes of your appointment, SSA will have secure, electronic access to your electronic fingerprints.
9. Selecting a location without LiveScan availability will require mailing fingerprint cards to SSA, which can result in delays including illegible fingerprints. When mailing fingerprint cards to SSA, please ensure the envelope includes a completed “Contractor Personnel Suitability Cover Sheet – Fingerprint Cards”. See the Cover Sheet for the proper mailing address.
9. As applicable, enter payment of \$16.50 for your appointment.
10. At the end of the scheduling process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
11. If you have any questions or problems regarding your fingerprint appointment, contact the customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).
12. Notify your CPOC that you have completed fingerprinting and provide the date completed.

