



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

1. Visit [www.fieldprintohio.com](http://www.fieldprintohio.com).
2. Click on the “Schedule Appointment” button.

**Ohio's Largest Livescan Network**

**For Individuals**

Electronically schedule an appointment at one of our many conveniently located Livescan sites across the state. Each site is also photo-enabled.

[Schedule Appointment](#) [I have already scheduled](#)

3. Select “Sign Up” to create an account as a New User.

### Sign Up

To schedule your appointment – sign up.

[Sign Up](#)

4. Select “I agree” on the **Consent Agreement**.

### 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.

[I do not agree](#)

[I Agree](#)

5. Fill out the required fields in order to create an account and select 3 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.

Email\*

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\*  ▼

Answer 1\*  show

Security Question 2\*  ▼

Answer 2\*  show

Security Question 3\*  ▼

Answer 3\*  show

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 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\*

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

7. Log in with your Username and Password.

Your account has been verified  
You have successfully verified your account, please log in.

**Log in**

Username

Password

[Forgot username?](#) [Forgot password?](#)

8. Type in the answer to your pre-selected security question and click “Continue”.
9. Enter the Fieldprint code given to you by your employer/service provider then select “Continue with Fieldprint Code”.

**Reason**

**Continue with Fieldprint Code**

A Fieldprint code is required to continue. If you don't have a Fieldprint code, please contact the employer or organization that sent you to this website.

You may also leave the Fieldprint Code blank and try searching for the correct Reason using the search tool below.

Fieldprint Code

Fieldprint code: ***FPNewStorySchoolsABS***

10. Enter the contact and demographic information required by the FBI and designate where you would like your background check results to be sent electronically (“Direct Copy”) and/or by mail (“Direct Mail”). (Direct copy will be Ohio Department of Education) (Direct Mail should be sent to New Story Schools- 7690 New Market Center Way, Columbus, OH 43235)

11. Schedule a fingerprint appointment at the location of your choosing.
12. 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.
13. If the applicant has any questions or problems, they may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).