

Fieldprint Iowa Scheduling Aid

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

- 1. Visit www.fieldprintiowa.com
- 2. Click on the "Schedule an Appointment" button.



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



Sign Up

4. Select "I agree" on the Consent Agreement.





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".

Email*	e.g. example@domain.com	
Username*		
Password*		show
Confirm Password*		show
First Name*		
Last Name*		
Last Name -		
Mobile Phone Number Security Questions Please select three security qu	estions and provide answers in the boxes below. Your an	nswer(s) cannot contain your
Mobile Phone Number Security Questions		nswer(s) cannot contain your
Mobile Phone Number Security Questions Please select three security qu username, password, email ad Security Question 1*	dress or security question.	· · · · · ·
Mobile Phone Number Security Questions Please select three security qu username, password, email ad Security Question 1* Answer 1*	dress or security question.	
Mobile Phone Number Security Questions Please select three security qu username, password, email ad Security Question 1* Answer 1* Security Question 2*	dress or security question.	show
Mobile Phone Number Security Questions Please select three security qu username, password, email ad	dress or security question.	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 provid Verification" and will arrive from email	ed email address. The subject of the email will be "Fieldprint Account sender auth@fieldprint.com.
Please follow the directions in the ema You may need to check your Junk or S	
, , , , , , , , , , , , , , , , , , , ,	wser. ase log back in using your username and password and enter the 8-digit at the email address provided during account creation. This Verification Code
Verification Code*	Your 8-digit code
Didn't receive an email? Click here to	resend email.

7. Log in with your Username and Password.

Log in		
Username		
1		
Password		
Password		
Back	Login	



- 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".

ganization that sent you to	this website.				
Fieldprint Code*					

- 10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- 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. Please contact the Fieldprint Customer Service team at 877-614-4364 or <u>customerservice@fieldprint.com</u> should you have any questions or problems.