

# FINGERPRINTING REGISTRATION PROCESS FOR INSURANCE APPLICANTS

All applicants must **APPLY** for an **INSURANCE LICENSE PRIOR** to registering for fingerprinting. You can apply online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com).

Summary of the steps to complete fingerprinting

- Applicants set up an account with Fieldprint
- Request approval for fingerprinting
- Request sent to OCI for review
- Receive notification of approval or denial via email
- Log back into your account in Fieldprint
  - Schedule appointment by selecting a location and time
  - Pay for fingerprinting
  - Go to the appointment for fingerprinting

Below is a step by step guide to the process. The Fieldprint system will guide you through the steps.

## ACCOUNT SET UP AND REQUEST FOR FINGERPRINTING APPROVAL

STEP 1 Once you have submitted your insurance license application, visit <https://www.fieldprintgeorgia.com>.

STEP 2 Select “For Individuals” at the top of the screen. English is the set default, but Spanish can be selected. Click on Schedule Appointment at the lower left of the screen.

fieldprint

For Individuals For Agencies English

## GAPS Georgia Applicant Processing Services

For Individuals

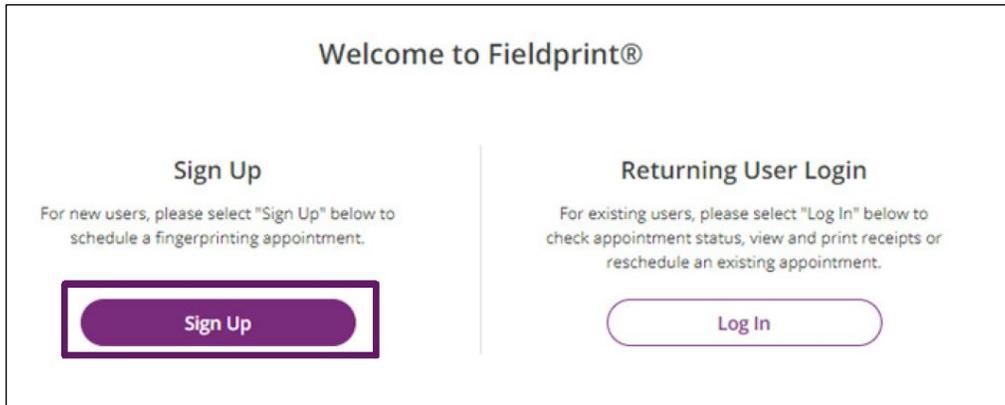
Electronically schedule an appointment with one of our many conveniently located Livescan sites across the state.

[I have been approved by my agency or have already scheduled](#)

Schedule Appointment

### STEP 3 Create a User Profile

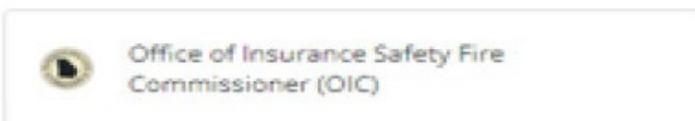
- Click on Sign Up to create account.



- Review and respond for the E-Sign Act Disclosure and Consent Agreement. You can download the agreement if desired. If you select “I do not agree”, you will need to contact Fieldprint customer service for assistance at the email address or phone number provided on that page.
- Create Account by entering the information requested - \* designates required fields.
  - The security questions and answers will be used for future logins to verify your identity. Be mindful of your selections and answers for future use.
  - Click on Continue.
  - Verify Account screen will appear. An email will be sent to you with a Verification Code to be entered on this screen. Do not close out of your browser or Fieldprint website when checking your email.
  - Enter the Verification Code provided in the email and click on Complete Registration.
    - If you do not receive an email, a message on the lower part of the Verify Account screen is available to resend the email.
  - An email will be sent to you confirming your email address was verified.
    - If you are not receiving emails, check your Junk and Spam folders. You can also add [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) to your email contact list so emails will be directed to your inbox.
- After your account has been verified, a log in screen will appear. Enter your login information to register for fingerprinting. <https://www.fieldprintgeorgia.com>

### STEP 4 New Applicant Registration

- If you have been provided a Fieldprint Code by an authorized submitter or company, enter it in the box provided and click on Continue with Fieldprint Code.
- For all other applicants, Select **OFFICE OF INSURANCE SAFETY FIRE COMMISSIONER box**.



- At the Reason for Fingerprinting box dropdown, select the appropriate reason and click on Continue.

#### STEP 5 Personal Information

- Name provided must be your legal name and match identification provided when fingerprinting. Date of birth must also match your identification. If you cannot provide an accepted, picture identification card at your fingerprinting appointment that matches your registration, your fingerprint appointment cannot be completed.
- IT IS REQUIRED BY OUR AGENCY THAT YOU PROVIDE YOUR FULL SSN. The system does not require this field be completed. **If you do not provide your full SSN, it could delay the processing of your registration request or result in your registration request being denied.**
- All \* fields are required. If any required fields are missing, the system will prompt you to complete before continuing.
- Click on Continue.

#### STEP 6 Demographics

- All fields are required. This information is used for identity confirmation when performing fingerprint based background checks.
- Click on Continue.

#### STEP 7 Biometric Disclosure

- Review this required disclosure. Click on Agree and enter your full name. The date will automatically populate.
- Click on Continue.

#### STEP 8 GA Privacy Statements

- Review the GBI privacy statement. Click the box next to the acknowledgement.
- Click on Continue.

#### STEP 9 Send Request to Review

- If you need to review or edit any provided information, click Back at the lower left of the screen.
- If no updates are needed, click Submit Request.
- A notice that your request has been sent will appear.

#### STEP 10 Agency Response Sent via Email

- An email will be sent listing your Name, Registration Date and Registration ID to return to the Fieldprint website to select your fingerprinting location and a schedule an appointment.
- If your request has been declined, an email will be sent providing the reason.

### **SCHEDULING YOUR FINGERPRINTING APPOINTMENT**

#### STEP 1 Log In at <https://www.fieldprintgeorgia.com>.

#### STEP 2 The system will prompt you to Continue Scheduling process.

- Click on Cancel if you do not want to schedule or click on Continue Scheduling.

#### STEP 3 Fieldprint Location

- The system will enter your home address provided to find nearby locations.
- You can enter a different address if needed.

- Click on Find.
- Sites will display and can be sorted by Distance or Soonest Available Time. Click on the sorting type you prefer.
- Review the list provided and click on Find Availability for the location wanted.
- The next screen will show the Fieldprint location, address, and distance for your information.
- All \* fields are required to be completed.
- For Available Date, you will select the month, day, and year.
- Select the Part of day preferred in the dropdown and click on the time wanted.
- If no available date and time are found that work for you, click on [Back to ## Results](#) at the top of the screen under Fieldprint Location. You will be sent back to the list to select another location.
- When an appointment has been selected, click on Continue.

#### STEP 4 Payment

- If your appointment is being paid for by an agency or company, click on Finish Scheduling.
- If you are paying for the appointment,
  - Select PayPal or Debit or Credit Card (MasterCard, Visa, American Express or Discover) for Payment Method.
  - Enter the required information to pay.
  - Click on Finish Scheduling.

#### STEP 5 Confirmation

- The receipt for your scheduled appointment can be printed or downloaded for your convenience. This receipt contains directions, list of acceptable identifications to bring, your payment receipt and information to reschedule or cancel your appointment.
- If you need to Cancel or Reschedule your appointment, select and click for that option.
- If you want to stay in the system, click on Back to Home.
- If you have completed your scheduling, click on Log Out.

### ADDITIONAL INFORMATION

You can log into your account to view scheduled appointments, previous appointments, and receipts.

Fieldprint requires current, valid, and unexpired picture identification documents. As a primary form of picture identification, one of the following will be accepted at the fingerprinting locations:

#### List of IDs for Fingerprinting with Fieldprint

- State issued driver's license with photograph
- State issued non-driver identity
- U.S. Passport/Passport Card
- Military identification Card
- DOD Common Access Card
- Work Visa with photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License